

IT Equipment Handover and Return

Signed record of IT equipment issued to or returned by a member of staff: each item, serial number, condition, setup or leaver checks and both signatures.

1. Who and what

The person, and whether equipment is going out or coming back.

Project

Filled in from the project in SiteSurvey.

Organisation

What is this record for? * (choose one)

- ☐ Issue to a new starter
- ☐ Issue of a loan or replacement
- ☐ Return from a leaver
- ☐ Return of a loan

Date *

Name of the person *

Job title or department

Line manager

Handed over or received by

Date the loan is due back (if applicable)

Last working day (if applicable)

2. Equipment

One entry for each item. Photograph any damage, going out or coming back.

Items (copy this block for each one)

Item * (choose one)

- ☐ Laptop
- ☐ Desktop
- ☐ Monitor
- ☐ Docking station
- ☐ Phone
- ☐ Tablet
- ☐ Keyboard and mouse
- ☐ Headset
- ☐ Charger or power supply
- ☐ Security key or token
- ☐ Access card or keys
- ☐ Other: _____

Make and model

Serial number

Asset tag

Returned? (if applicable; choose one)

- ☐ Returned ☐ Returned damaged ☐ Not returned

Condition (choose one)

- ☐ New ☐ Good ☐ Fair: marks or wear ☐ Damaged

Describe the damage (if applicable)

Photos (photos: attach, or note the file names)

Items recorded (worked out automatically in the app)

Items not returned (if applicable; worked out automatically in the app)

If applicable: Charging for items not returned. Acas says an employer can only take money from someone's wages in limited cases, such as where the employment contract specifically allows the deduction or the worker agreed to it in writing beforehand. Check with HR before promising or threatening a charge.

3. Setup checks (if applicable)

Before equipment goes out.

Is the user account set up and tested?

- ☐ Yes ☐ No

Is multi-factor authentication set up?

☐ Yes ☐ No

Is the laptop or phone encrypted?

☐ Yes ☐ No

Are updates installed and anti-malware running?

☐ Yes ☐ No

Has the acceptable use policy been explained?

☐ Yes ☐ No

Does the person know how to get IT support and report a lost device?

☐ Yes ☐ No

4. Return checks (if applicable)

When equipment comes back.

Have the accounts been disabled? (if applicable; choose one)

☐ Yes ☐ Scheduled for the last working day ☐ No

If applicable: Cyber Essentials requires user accounts to be removed or disabled when they are no longer needed, for example when someone leaves the organisation.

Has work data been handed over or moved?

☐ Yes ☐ No

Has the device been wiped? (choose one)

☐ Wiped ☐ To be wiped ☐ Being kept as it is, on instruction

Has the person removed personal accounts and files, and signed out of device tracking?

☐ Yes ☐ No

Anything still outstanding

5. Signatures

Both people sign.

If applicable: I have received the equipment listed in the condition recorded. I will look after it, use it in line with the organisation's policies, and return it when asked or when I leave.

If applicable: I have returned the equipment listed. The condition and anything not returned are recorded above.

Name

Signature of the person

Issued or received by

Signature for the organisation