Handover form for company devices

For handing out and returning laptops and accessories. Can be filled in on screen. One copy for the company, one for the employee.

PARTIES

Company

Employee

Department

Handed over by

DEVICE

Manufacturer and model

Serial number

Asset tag

Condition at handover (new, used, defects)

ACCESSORIES

- [ ] Charger
- [ ] Docking station
- [ ] Monitor
- [ ] Keyboard
- [ ] Mouse
- [ ] Headset
- [ ] Bag
- [ ] Other

Notes on accessories

AGREEMENTS

- [ ] Business use only
- [ ] Private use allowed
- [ ] Disk is encrypted
- [ ] Device is enrolled in MDM

The employee handles the device with care and reports loss, theft or damage immediately to the person in charge. The device remains the property of the company and is returned with all accessories when the employee leaves or on request.

Place, date

Signature company

Signature employee

RETURN

Date of return

Condition at return

- [ ] Device returned in full
- [ ] Accessories returned in full
- [ ] Data backed up and wiped
- [ ] Removed from MDM and inventory

Missing parts or damage

Place, date

Signature company

Signature employee

Sample only, not legal advice. Please adapt it to your own rules.