Equipment handover form

Issue and return of work equipment

Issued by (organisation) _____

Name of issuer _____

Received by (employee) _____

Department / team _____

Date of handover _____

Place _____

Equipment handed over

No.	Item	Asset ID / serial number	Accessories	Condition at handover
1				
2				
3				
4				
5				
6				

Confirmation

1. The recipient confirms that the equipment listed above has been received in the condition stated.
2. The equipment remains the property of the organisation and is provided for work use.
3. Loss, theft or damage is reported to the issuer without delay.
4. The equipment is returned on request and no later than the last working day.

Date, signature of issuer _____

Date, signature of recipient _____

Return

No.	Returned on	Condition at return	Remarks / missing accessories
1			
2			
3			
4			
5			
6			

Date, signature of person returning _____

Date, signature of person receiving _____

Condition: Good / Worn / Damaged / Missing parts | Template from ampthilly.com. Adapt it to your organisation - this is not legal advice.