

Employee Equipment Issuance Checklist

Onboarding & Training

DATE ____/____/____	EMPLOYEE NAME	DEPARTMENT	ISSUED BY
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IT EQUIPMENT

Laptop / Computer _____

 Laptop condition at issue New Good Fair

 Charger and accessories

Mobile phone _____

 Phone case and charger

 Headset or earbuds

Monitor (if additional) _____

Software licences assigned _____

ACCESS & SECURITY

 Alarm code provided

 ID badge

Building access card / Key fob _____

Office keys _____

Filing cabinet keys _____

Parking pass or permit _____

PPE, TOOLS & UNIFORM

 Safety boots
If applicable — size
 Hi-vis vest
If applicable
 Hard hat
If applicable

Uniform items _____

Tool kit or equipment _____

Company credit card _____

Company vehicle _____

ACKNOWLEDGEMENT

 Employee acknowledges receipt of above items

 Employee accepts responsibility for care and return

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Employee signature _____

Manager signature _____

RETURN AT OFFBOARDING

Return date _____

All items returned and checked off All returned Items outstanding — listed below

Outstanding items

Equipment condition on return _____

Received by signature _____

Notes

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