

# ASSET RETURN INVOICE

Document No: \_\_\_\_\_

Return Date: \_\_\_\_\_

## Employee Information

Name  
ID Number  
Department

## Return Details

Reason for Return  
Receiving Officer  
Location

## Asset Description

Asset Tag #	Item Description / Model	Serial Number	Condition

## Accessories Included

- Power Adapter
- Mouse/Keyboard
- Laptop Bag
- Cables/Cords
- Security Token
- Other: \_\_\_\_\_

## Inspection Notes

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Employee Signature

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IT/Asset Manager Signature