**Asset Return Sheet**

**EID ……………………………………………… Personnel Number ………………………………**

**Return Location …………………………………….**

**Laptop(s) Inc charger**

**Asset Tag …………………...........................................................**

**Serial Number …………………....................................................**

**Model …………………….............................................................**

**Returned To (Print) ...............................................................**

**Returned Date ......................................................................**

**VR HEADSET (NOT applicable to Quest 2 models)**

**Asset Tag …………………...........................................................**

**Serial Number …………………....................................................**

**Model …………………….............................................................**

**Returned To (Print) ..............................................................**

**Returned Date .......................................................................**

**Mobile Phone(s)**

**IMEI Number ………………………………............................................**

**Model …………………………………....................................................**

**Returned To (Print) ...................................................................**

**Returned Date ..........................................................................**

**Security Badge**

**Returned To (Print) ....................................................................**

**Returned Date ..........................................................………………..**

*You are not required to return monitors, backpacks, risers, keyboards, mouse, and headsets.*