

IT Asset Transfer Compliance Checklist

Date: _____

To: _____

From: _____

Subject: IT Asset Transfer Checklist

Checklist Items

1. Verify asset identification:
 - Asset Tag Number: _____
 - Asset Description: _____
2. Confirm data removal and wipe:
 - Data Wipe Certificate Attached: Yes / No
3. Assess compliance with company policies:
 - Transfer Policy Reviewed: Yes / No
4. Document condition of the asset:
 - Physical Condition: _____
5. Obtain necessary approvals:
 - Manager Approval: Yes / No
 - IT Department Approval: Yes / No

Signatures

Prepared By: _____

Date: _____

Received By: _____

Date: _____

Comments: _____