EMPLOYEE EQUIPMENT AGREEMENT FORM

**Employee Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment Information:**

Equipment Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Agreement Terms:**

I, [employee name], acknowledge that I have received the above-mentioned equipment in good condition and agree to use it solely for company-related purposes. I understand that I am responsible for the care and safekeeping of the equipment and will use it in accordance with the company's policies and procedures.

I understand that I am responsible for any loss, theft, or damage to the equipment, and I will promptly report any such incidents to my supervisor. I will return the equipment in the same condition as it was when I received it, except for normal wear and tear.

I agree to immediately return the equipment upon the earlier of (a) the end of my employment, or (b) upon the request of my supervisor or the company. If the equipment is lost, stolen, or damaged while in my possession, I will promptly reimburse the company for the cost of repair or replacement.

I acknowledge that failure to comply with the terms of this agreement may result in disciplinary action, up to and including termination of employment.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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