

## EQUIPMENT ISSUE FORM

**NAME OF RECEIVER:** Jane Smith

**DATE OF ISSUANCE:** 2024-10-17

**LOCATION:**

### I HAVE RECEIVED THE FOLLOWING EQUIPMENT

<b>ASSET NAME:</b>	Jane Smith - Asset 1	<b>SERIAL NUMBER:</b>	Acer
<b>MAKE:</b>	Acer	<b>ASSET STATUS:</b>	ISSUED
<b>MODEL:</b>	Acer	<b>ASSET ISSUE:</b>	

### Terms & Conditions

- I understand that I am being issued an equipment as a tool to facilitate my work
- I understand that I am responsible for the equipment issued to me and that I will care for the equipment in such a manner to prevent loss or damage
- the equipment issued to me is strictly for work and not for any personal matters
- in the case of any damages or abuse of the equipment, or because of my failure to follow company technology acceptable use policies, including this agreement, I understand that I will be held accountable for it
- I understand that I will return the equipment to the company upon the end of my contract

By signing this document, I am accepting and agreeing to the terms of use for this device

Jane Smith

\_\_\_\_\_  
EMPLOYEE SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
DATE