

EQUIPMENT ISSUE FORM

NAME OF RECEIVER: Jane Smith

DATE OF ISSUANCE: 2024-10-30

LOCATION:

I HAVE RECEIVED THE FOLLOWING EQUIPMENT

ASSET NAME:	Jane Smith - Asset 2	SERIAL NUMBER:	Sony
MAKE:	Sony	ASSET STATUS:	ISSUED
MODEL:	Sony	ASSET ISSUE:	

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