

EQUIPMENT ISSUE FORM

NAME OF RECEIVER: Jane Smith

DATE OF ISSUANCE: 2024-12-13

LOCATION:

I HAVE RECEIVED THE FOLLOWING EQUIPMENT

ASSET NAME: Jane Smith - Asset 5 **SERIAL NUMBER:** test

MAKE: N/A **ASSET STATUS:** ISSUED

MODEL: test **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