



## EQUIPMENT ISSUE FORM

NAME OF RECEIVER: Pearlie Denesik

DATE OF ISSUANCE: 19/12/2022

LOCATION:

### I HAVE RECEIVED THE FOLLOWING EQUIPMENT:

ASSET NAME: AI Name

*SERIAL NUMBER: 123456789*

MAKE: Make

*ASSET STATUS: RELEASE*

MODEL: Model

*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

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EMPLOYEE SIGNATURE OVER PRINTED NAME

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DATE