

## EQUIPMENT ISSUE FORM

**NAME OF RECEIVER:**

**DATE OF ISSUANCE:**

**LOCATION:**

**I HAVE RECEIVED THE FOLLOWING EQUIPMENT:**

**ASSET NAME:**

**SERIAL NUMBER:**

**MAKE:**

**ASSET STATUS:**

**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

---

EMPLOYEE SIGNATURE OVER PRINTED NAME

---

DATE