



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