Employee Equipment Agreement

Use this form to record company equipment issued to an employee and confirm their responsibilities.

Form number

Company

Employee name

Employee ID

Supervisor name

Department

Equipment issued

Equipment	Model number	Serial number	Other specifications

Acknowledgement

I acknowledge receipt of the equipment listed above. I agree to use it for authorised work, take reasonable care of it and promptly report loss, damage or faults to my supervisor. I will return the equipment and listed accessories when requested or when my employment ends.

Employee signature

Date

Supervisor signature

Date