

KIN+CARTA

Equipment Responsibility Form

Employee Information:

- Name:
- Position:
- Start Date:
- Department:

Equipment Details:

- Equipment Provided:
- Serial Number:
- Date Equipment Provided:
- New or used equipment:

Acknowledgement:

I, _____, hereby state that I have been provided with the above-mentioned equipment by Kin and Carta Kosovo Shpk. I understand that it is my responsibility to use this equipment for work related purposes.

I fully understand that I am responsible for any damage to the equipment that occurs due to negligence or unauthorized modifications. This includes accidental damage, intentional damage, and damage resulting from failure to follow provided guidelines and instructions. I also accept and understand that I may be required to contribute to the repair or replacement costs of damaged equipment, depending on the circumstances and company policies.

In case of any damage to the equipment under my care, I agree to report it immediately to the appropriate _____ department.

Also, I hereby state that once I return the above-mentioned equipment to Kin and Carta Kosovo SHPK, the equipment will be returned in the same condition as it was received.

Employee Signature: _____ *Date:* _____