**EQUIPMENT RELEASE AND RESPONSIBILITY FORM**

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| --- | --- |
| **Name:** | **Date:** |
| **Department:** | **Supervisor:** |
| **Equipment(s) to be released to Employee:** | |
|  | |
| **Include Software and Licenses (attach additional list if necessary):** | |
|  | |
| **Replacement Value of all Equipment and Software:** |  |
| **Please list any defects, damage, or problems with any equipment to be released out to employee:** | |

**Sensitive and Confidential Information**  
  
All employees contractors or staff members have the obligation to protect sensitive and confidential information that may be contained on any equipment that they check out or that may be in their possession.  
  
The Company also reserves the right to pursue legal remedy for damages incurred as result of an employee’s violation. Certain illegal activities will require that Company immediately notify or comply with the proper authorities upon discovery. The Company reserves the right to examine any users equipment whether personally owned or Company owned that accesses Company Email Account, Web Logs, Chat Logs, Networks Access Points, or any other information passed through Company resources or Network or stored on Company computers at any time and without prior notice.  
  
The Company shall not be held liable for damages resulting from any loss of such information, abuse by other parties or any consequential loss of personal property or injury resulting from the storage or loss of such information. The practices described in this Equipment Checkout and Responsibility Form is current as of current date. Company reserves the right to modify or amend this policy at any time.   
  
I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that have read and fully understand my duties and obligations set forth in the above Equipment Checkout and Responsibility Form for company name and will uphold these duties and obligations at all times. EXECUTED as of the date first written above.

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Supervisor** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **IT Department** |