

SKS118 - Hardware Handoff Form

Purpose - Designate iOS devices to employees

Policy

I _____ [Full Name] have received the following equipment from SKS Bottle & Packaging, Inc. on _____ [Date]:

- iPhone - Asset Tag #: _____
- iPhone charger
- iPad - Asset Tag #: _____
- iPad charger
- iPad case/keyboard

Per my manager’s request, I agree to return all equipment in the same condition I received them. I understand this equipment is the property of SKS, and will adhere to all applicable **Policies and Procedures** regarding the care, usage, and maintenance of this equipment, including SK075 and SK586.

_____ [Employee’s Full Name]

_____ [Manager’s Full Name]