

### **Equipment Responsibility Acknowledgment**

I acknowledge that I will receive the aforementioned item/s of equipment for company specific use only.

If this primary use changes from company specific to that of a personal nature, it is my responsibility to notify the various departments concerned immediately (IT Desktop, Procurement and Finance).

I understand that it is my complete responsibility to keep all equipment issued to me in a safe place within the confines of my mandated work space as well as during commutes to and from the office (if applicable concerning portable devices).

I am aware that if any item/s of equipment are broken, stolen or damaged; it is my responsibility to immediately report these occurrences to the various departments concerned (IT Desktop, Procurement and Finance).

I also understand that I may be held liable for any damages that may have occurred whilst any item/s of equipment have been in my possession that are a result of misuse or carelessness.

I understand that once my employment with Derivco ends, it is my responsibility to return all equipment issued to me. Failure to do so may result in the cost of the item/s being recovered from my final salary.

By agreeing/confirming below, I acknowledge that I have reviewed this equipment responsibility form and accept all the terms and conditions set forth as related to the aforementioned item/s of equipment.

#### **Details of Hardware:**

<b><u>Make and Model</u></b>	<b><u>Serial Number</u></b>
Dell XPS 13 9380	JS4L2x2
Docking Station	
Wireless KB & Mouse	
Back Pack Bag	

**Date:** \_\_\_\_\_

**Requestor's Signature:** \_\_\_\_\_

**Name:** Khetha Mchunu

**Technician Name and Signature:** \_\_Dush

**Request Number:**