

# Employee Equipment Agreement

First Name:

Last Name:

Role in Company:

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## Equipment Information

Model:

Serial No:

**I understand that this equipment is company-owned and I am using it for work-related purposes. I understand that I am responsible for the care and will maintenance of the equipment. In case that the equipment is, in any case, damaged, lost, stolen, while outside the office premises, I shall be responsible for its cost for its replacement. In case the equipment gets broken due to wear and tear, I shall have it inspected with the company's tech department as soon as possible.**

**I understand that upon the termination of my employment, I shall surrender and turn over the equipment back to the company. I have an option to purchase the equipment from the company upon due notice. In absence of notice, the company has the right to withhold my final pay until return of the equipment or that notice has been given.**

**By signing this Agreement, I acknowledge that I have received the office equipment described above in working order and I conform to the terms and conditions for the use of said equipment.**

Full Name:

Signature:

Date: