Employee equipment agreement

For equipment issued to an employee to keep, such as a laptop, a phone or a set of tools, rather than lent for a set period. Fill in or delete every bracketed part before use.

EMPLOYEE

Name		**Job title**	
Department		**Manager**	
Issued on		**Contact person**	

EQUIPMENT ISSUED

#	Item	ID or serial number	Accessories	Condition when issued
1				
2				
3				
4				
5				
6				

TERMS

1. The equipment belongs to [organisation]. It is issued to you for your work, and it stays registered to you until it has been returned and received.
2. Look after it with reasonable care, and keep it secure when you are not using it.
3. Report loss, theft or damage to the contact above as soon as you notice, including damage that seems minor.
4. Do not lend it to anyone or swap it with a colleague without telling the contact above, so the record of who has it stays true.
5. Private use is [not allowed] [allowed] [allowed as follows: ...].
6. Every [6] months we will ask you to confirm that you still have each item. Answer for every item, and say if something is missing.
7. Return all of it, with its accessories, when you leave, when your role changes and you no longer need it, or when we ask for it back.
8. [Loss or damage: describe your policy here. Read the note below first.]

> Delete this note before use. Before you add a clause about paying for loss or damage: in many countries an employer may not deduct money from pay without the employee's written consent, and some limit deductions even with consent. Normal wear and tear should never be charged. Have the clause checked by someone who knows employment law where you are.

SIGNATURES

By signing, the employee confirms receiving the equipment above and agrees to these terms.

Employee

Signature

Name in capitals Date

For [organisation]

Signature

Name in capitals Date

RETURN RECORD

Fill in a row for each item as it comes back.

Item	ID or serial number	Returned on	Condition	Received by