

Employee Equipment Loan Agreement

Employee Name:

Employee ID:

Department:

Position:

Equipment Description:

Serial Number:

Asset Number:

Date Issued:

Expected Return Date:

Terms and Conditions

- The equipment listed above is the property of the Company and is provided to the employee for work-related purposes only.
- The employee is responsible for the proper care and safeguarding of the equipment.
- Any loss, theft, or damage must be reported immediately to the Company.
- Upon termination of employment or as requested, the employee agrees to return the equipment in the same condition as it was received, normal wear and tear excepted.
- Failure to return the equipment may result in the cost being deducted from the employee's final paycheck or legal action.

Employee Signature

Date

Authorized Company Representative

Date