

Laptop Loaner Program Agreement

Employee Name

ID/Employee Number

Laptop Make / Model

Serial Number

Date Loaned

Expected Return Date

Terms & Conditions

- The laptop and accessories remain the property of the company.
- I will use the equipment for business purposes only and in accordance with company policies.
- I agree to return the laptop and all accessories in good working condition by the agreed date or upon request by the company.
- I am responsible for taking reasonable care of the laptop and will promptly notify IT in case of loss, theft, or damage.
- I understand that failure to comply with these terms may result in disciplinary action and/or financial liability.

Equipment Accessories

Item

Quantity

Signatures

Date:
Employee Signature

Date:
IT/Admin Signature