

# Laptop/IT Equipment Liability Waiver Form

Employee Name

Department

Equipment Description (e.g., Laptop Model & Serial #)

Date Issued

Asset Tag/Number

## Agreement

I acknowledge receipt of the equipment listed above and accept responsibility for its care and proper use. I understand that I am liable for any loss or damage due to negligence, misuse, or failure to comply with company policies regarding IT equipment. I agree to return the item(s) upon request or upon termination of my employment.

Employee Signature

Date

Company Representative

Date