

IT Equipment Loan Agreement

Employee Name:

Department:

Employee ID:

Date Issued:

Return Date:

Equipment Details

Item	Brand/Model	Serial Number	Condition	Accessories

Agreement Terms

1. The employee acknowledges receipt of the above listed equipment in good working condition.
2. The equipment shall be used only for work-related purposes and handled with care.
3. The employee is responsible for any loss or damage, except for normal wear and tear.
4. All equipment must be returned on or before the 'Return Date,' unless otherwise agreed.
5. Any issues or malfunctions must be reported immediately to the IT department.
6. Failure to return equipment may lead to deductions or disciplinary action as per company policy.

Employee Signature:

Date:

IT Department Signature:

Date:
