

IT Equipment Loan Agreement

This IT Equipment Loan Agreement ("Agreement") is made between:

Employee Name:

Position/Department:

Date:

Equipment Information:

Item	Serial Number	Condition

Terms and Conditions

1. The equipment listed above is loaned for official business purposes only and remains the property of the Company.
2. The employee is responsible for taking reasonable care of the equipment.
3. Loss, theft, or damage must be reported immediately to the IT department.
4. The equipment must be returned in its original condition upon request or at the termination of employment.
5. Any accessories (e.g., chargers, bags) provided must also be returned.
6. All company data must be removed from the equipment before returning.

Agreement Signatures

Employee Signature
Date:

IT Department
Signature
Date: