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## Employee Equipment Agreement

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**Name**

**Position**

**Employee No.**

**Division and/or Department**

### Equipment Information

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**Make and Model**

**Serial No.**

### Additional Description

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The Employer and the Employee agree that equipment indicated above is company-owned and the Employee shall use it only for work-related purposes. The Employee is responsible for the care and maintenance of the equipment. In case that the equipment is, in any case, damaged, lost, stolen, while outside the workplace, the Employee shall be responsible for the costs and expenses for equipment's replacement. In case the equipment gets broken due to wear and tear, the Employee shall report it to the Employer's IT department as soon as possible.

After the expiration and termination of the Employment Agreement between the parties, the Employee shall return the equipment to the Employer. If the Employee wants to purchase the equipment from the company, he/she shall notify the Employer to make a price offer. In absence of notice, the Employer has the right to withhold Employee's final pay until return of the equipment or that notice has been given.

By signing this Agreement, the parties acknowledge that the Employee has received the office equipment described above in working order and conforms to the terms and conditions for the use of the equipment.

**Name**

**On behalf of**

**Date**

**Date**

**Signature**

**Signature**

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