**EMPLOYEE EQUIPMENT AGREEMENT**

1. **EMPLOYER**.

Employer: [EMPLOYER'S NAME]

Supervisor: [SUPERVISOR'S NAME]

1. **EMPLOYEE INFORMATION**.

Name:[EMPLOYEE'S NAME]

Address: [EMPLOYEE'S ADDRESS]

Phone #: [EMPLOYEE'S PHONE]

Employee #: [EMPLOYEE #]

Position/Title: [EMPLOYEE'S POSITION OR TITLE]

1. **EQUIPMENT INFORMATION**.

Make: [EQUIPMENT MAKE]

Model: [EQUIPMENT MODEL]

Serial #: [EQUIPMENT SERIAL NO.]

Additional Description: [ADDITIONAL DESCRIPTION]

1. **TERMS**. By signing this form, I, the employee, acknowledge the equipment above is in working order and that I agree to the following terms:
2. The equipment is to be used for company purposes only;
3. If the equipment is damaged (excluding normal wear and tear), lost, or stolen outside of company premises or off company time I am responsible for any repair or replacement costs; and
4. Upon separation from the company, I will return the equipment in good working order. If I fail to return the equipment upon separation from the company, or if it is damaged (excluding normal wear and tear), I authorize a payroll deduction to cover any replacements costs the company might incur.

Employee Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_