

Temporary Employee Equipment Loan Agreement

This agreement is entered into by and between the Employer and the Temporary Employee. It outlines the terms and conditions under which specified company-owned equipment is loaned to the Employee for temporary business use.

1. Employee Information

Employee Full Name:

Employee ID:

Department:

Phone Number:

Email Address:

2. Equipment Details

The following equipment has been issued to the employee in good working order:

Item Description	Manufacturer / Model	Serial Number / Asset Tag	Estimated Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Loan Period

Loan Start Date:

Expected Return Date:

4. Terms and Conditions

- The employee acknowledges receipt of the equipment described above in good working condition.
- The equipment is to be used solely for company business purposes.
- The employee agrees to take reasonable care of the equipment and protect it from damage, loss, or theft.
- In the event of damage, loss, or theft, the employee must report the incident to their supervisor immediately.
- The employee agrees to return the equipment upon request, or immediately upon termination of employment.

5. Acknowledgment & Signatures

By signing below, the parties agree to the terms and conditions of this Temporary Equipment Loan Agreement.

Employee Signature: Date:

Authorized Representative Signature: Date: