

Company Laptop Handover and Responsibility Agreement

This agreement confirms the receipt of company-owned IT equipment and outlines the employee's responsibilities regarding its use, care, and return.

1. Employee Information

Employee Full Name:

Employee ID:

Department:

Job Title:

2. Equipment Specifications

Laptop Brand & Model:

Serial Number (S/N):

Asset Tag Number:

Operating System:

Included Accessories:

3. Terms and Conditions of Use

- The laptop and accessories listed above are the sole property of the Company and are provided for business-related use only.
- The employee is responsible for taking reasonable care of the equipment and protecting it from damage, theft, or loss.
- The employee must comply with the Company's IT security policies, including not installing unauthorized software or disabling security configurations.
- In the event of damage, theft, or loss, the employee must report the incident to the IT Department immediately.
- The employee agrees to return the equipment in good working condition upon request, or immediately upon termination of employment.

4. Acknowledgment and Signatures

By signing below, the employee acknowledges receipt of the equipment listed above and agrees to the terms and conditions of this agreement.

Employee Signature: Date:

Handed Over By (Name): Authorized Signature:

Date: