

Employee Office Equipment Liability Agreement Form

This agreement outlines the terms and conditions under which company-owned office equipment is issued to employees for professional use. Please review, complete the fields, and sign below.

Employee Details

Employee Full Name:

Employee ID Number:

Job Title:

Department:

Email Address:

Phone Number:

Equipment Description

Specify the details of the office equipment being assigned to the employee:

Item Description	Make/Model	Serial Number / Asset Tag	Estimated Value (USD)
<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"/>

Terms and Conditions of Liability

- The employee acknowledges receipt of the equipment listed above in good working condition.
 - The equipment is to be used exclusively for company-related business activities.
 - The employee agrees to take all reasonable precautions to prevent damage, loss, or theft of the equipment.
 - In the event of damage, loss, or theft due to negligence, the employee may be held financially responsible for the repair or replacement cost of the equipment.
 - The employee agrees to return all listed equipment immediately upon termination of employment or at the request of management.
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Acknowledgment and Signatures

By signing below, the employee and the authorizing manager agree to the terms of this Equipment Liability Agreement.

Employee Signature: **Date:**

Manager/HR Signature: **Date:**