

Remote Work IT Equipment Agreement Form

This agreement outlines the terms and conditions for receiving and using company-owned IT equipment while working remotely. Please fill out the form below, print it, sign it, and return it to the IT Department.

1. Employee Information

Employee Full Name:

Employee ID:

Job Title:

Department:

Email Address:

Phone Number:

2. IT Equipment Details

Please list all IT hardware and accessories being issued for remote work.

Item Description (e.g., Laptop, Monitor)	Make & Model	Serial Number / Asset Tag	Condition (New/Good/Fair)
<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Terms of Agreement

- The employee agrees that all equipment listed above is the property of the company and must be returned upon request or termination of employment.
- The employee is responsible for taking reasonable care of the equipment and preventing damage, loss, or theft.
- The equipment must be used strictly for work-related activities and in compliance with the company's IT Security Policy.
- Any technical issues, damage, or loss must be reported immediately to the IT Support Department.

4. Acknowledgment and Signatures

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

Employee Signature (Print Name):

Date:

IT Representative Name:

IT Representative Signature:

Date: