

# Equipment Property Acknowledgment Form

This acknowledgment form confirms the receipt of equipment provided by the company and outlines the responsibilities of the employee regarding its use and return.

## Employee Information:

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

Department: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Position: \_\_\_\_\_

## Equipment Details:

Item(s) Received: \_\_\_\_\_

Serial Number(s): \_\_\_\_\_

Condition Upon Receipt: \_\_\_\_\_

## Employee Responsibilities:

- I understand that the equipment provided is to be used solely for work purposes.
- I agree to take full responsibility for the equipment's care and safekeeping.

## Return Policy:

The equipment must be returned by \_\_\_\_\_, or upon termination of employment, in the same condition it was received, barring normal wear and tear.

## Acknowledgment and Signature:

I, \_\_\_\_\_, acknowledge receipt of the equipment listed above and agree to the terms outlined in this form.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_