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EQUIPMENT ISSUE RECORD

EMPLOYEE	EMPLOYEE ID	DEPARTMENT / ROLE	MANAGER	START DATE

Item	Asset tag / serial	Date issued	Issued by	Emp. init.	Date returned	Cond.	Recv. init.

I acknowledge receipt of the items initialled above. They remain company property, are to be used for work in line with company policy, and must be returned on request or when my employment ends.

Employee signature / date

Manager / HR signature / date

Offboarding: all items returned on (date)

Outstanding items / action