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EQUIPMENT ASSIGNMENT

EMPLOYEE	DEPARTMENT	ISSUED BY	DATE ISSUED

Equipment issued

Item	Tag	Serial no.	Condition	Accessories

I AGREE TO

- ❑ Use the equipment mainly for work and follow the IT and acceptable use policies
- ❑ Keep it locked with a password or PIN and not share my login
- ❑ Not install unapproved software or remove security tools
- ❑ Report loss, theft or damage to IT within 24 hours
- ❑ Return all equipment and accessories on my last day or when asked

Employee signature _____ Date _____

Return

Date returned		Received by	
Condition on return		Missing / damaged	
Data wiped / reissued		Inventory updated	