# Equipment-on-Loan Agreement

I, _____, am borrowing the following equipment owned by [name of organization]:

     # Describe Equipment
     Serial Number:
     ID Tag Number:

I understand that I am borrowing this equipment for the sole purpose of conducting work for and on behalf of [name of organization].   As such, I agree that the work I conduct on or via this equipment will be in the capacity of an employee of [name of organization].   I also agree that I must continue to comply with the policies outlined in the Employee Handbook even though I will be working from an out-of-office location.

I understand that this equipment is the property of [name of organization] and that I may not use this equipment for personal use, which includes sending and receiving personal email, creating personal documents, conducting personal business, downloading any software, and/or storing files on the hard drive.   I agree to upload and save all files to the file server daily.

The equipment will be located at the following address:

_____

_____

I agree to inform [name of organization] immediately should I move the equipment to another location.

I agree to take full personal responsibility for the equipment noted above and I agree to return it to [name of organization] in the same condition in which they were lent to me.

I understand and agree to return the equipment upon my return to work at [name of organization].   In the event I decide to not return to work following [reason for extended loan of equipment such as maternity leave, etc], I understand that I must return the equipment to [name of organization] on my last agreed-upon day of leave.

I further understand that should the equipment be damaged in any way or should I fail to return this equipment to [name of organization], I will be personally liable for the repair and/or replacement cost of the equipment. The estimated replacement value of the {list equipment, software, etc] is $XXXXXX. Should I not effect repair or replacement, [name of organization] may, in addition to any other legal remedies, deduct the costs of the same from my wages or any other amounts otherwise due to me.

Signed: _____

Date: _____

Agreement created by Robin Schauseil and approved by Hugh Webster, Esq.