EQUIPMENT LOAN AGREEMENT

Company: ________________________ Date: ____________

Issued to (name): ________________________

Team / department: ________________________

Item(s) issued

1. ________________________ Serial / tag: ____________

2. ________________________ Serial / tag: ____________

3. ________________________ Serial / tag: ____________

Condition on issue: ________________________

By signing below, I confirm that:

- This equipment remains the property of the company.
- I will take reasonable care of it and report loss, theft or damage promptly.
- I will return all items on request, and no later than my last working day if I leave the company.
- I understand the approximate replacement cost of lost or deliberately damaged equipment may be deducted from final pay, where permitted by law and set out in my contract/handbook.

Employee signature: ________________________ Date: ____________

Issued by: ________________________ Date: ____________

This is a plain starting template, not legal advice — have it reviewed (alongside any deduction clause) by someone qualified before relying on it, especially the pay-deduction line, which has jurisdiction-specific rules.