

Employee Equipment Agreement

Employee Name: _____ Employee ID: _____

Department: _____ Job Title: _____

Equipment Provided to Employee

	Description	Replacement Cost	Serial Number/Inventory Tag #
<input type="checkbox"/>	Employee ID/Door Access Card	\$10.00	
<input type="checkbox"/>	Office Key(s)	\$10.00	
<input type="checkbox"/>	Cell Phone	\$200.00	
<input type="checkbox"/>	Laptop	\$750.00	
<input type="checkbox"/>	Chromebook	\$200.00	
<input type="checkbox"/>	Tablet	\$150.00	
<input type="checkbox"/>	Other:		
<input type="checkbox"/>	Other:		
<input type="checkbox"/>	Other:		

Agreement

By signing this form, I, the employee, acknowledge the equipment above was issued to me, is in working order, and that I agree to the following terms:

- I will notify my immediate supervisor, Human Resources (hr@dbh.utah.org), and IT (servicedesk@dbh.utah.org) immediately if any assigned equipment is damaged, lost, or stolen.
- DBH will explore replacement options if the equipment is damaged (excluding normal wear and tear), lost, or stolen. I understand that I may be responsible for repair and replacements expenses if a free option is not available. I authorize payroll deduction to cover the replacement/repair costs that may be assigned to me.
- Employees will be responsible for the cost of new ID badge and/or office key(s) if lost or stolen. A new ID badge will be provided at no expense when a change occurs that makes the current badge obsolete. I understand that I will return the old badge to Human Resources once the new one is provided to me.
- Upon separation from DBH, I will return the equipment in good working order to my immediate supervisor. If I fail to return the equipment upon separation from DBH, or if it is damaged (excluding normal wear and tear), I authorize payroll deduction to cover the replacement cost outlined above.
- Upon separation from DBH, I will provide all necessary information to reset the assigned equipment to factory settings, including, but not limited to access PIN/code, equipment ID (i.e., Apple ID) and associated password.

Employee Signature: _____

Date: _____