

EQUIPMENT AGREEMENT

I, _____, have been assigned the NWESD 189 equipment described below in order to complete task(s) related to my job position. I agree that I am fully liable for damage or loss occurring to the equipment resulting from failure to follow NWESD 189 policy or personal negligence during the period of its use, and I am responsible for its safe return.

Asset #	Item	Make/Model	Serial No.

I understand that I am financially responsible for the return of this equipment in the same condition as when I received the equipment, other than normal wear and tear. I also understand I am financially responsible for any repair or its replacement resulting from failure to follow NWESD 189 policy/procedures or due to personal negligence.

(Employee's signature)

Date: _____

(Technology Services Representative's signature)

Date: _____

Original to Human Resources for Personnel File

Revised: 06/22/16