

SCOPE:

Equipment should remain in the office unless you have permission from your leader to take it offsite for work purposes. Please connect with your leader to ensure you know and understand whether or not you have the ability to take the equipment offsite. It is important to note that your leader may change their stance on this at any time. For example, you may be allowed to take your laptop home to complete work when you are feeling ill but not at other times.

EQUIPMENT:

The following item(s) listed below have been issued to me. By signing below, I acknowledge that I have read, understand, and agree to the equipment deduction terms.

Qty.	Item	Issue Date	\$ Cost	Returned

ACKNOWLEDGEMENT:

- Upon separation, if issued equipment is returned, no deductions will be made from the final paycheck
- Upon separation, voluntarily or involuntarily, I acknowledge and understand that the described items above will be deducted from my final paycheck according to applicable state and federal minimum wage laws
- If my final paycheck does not fully satisfy the debt owed, I acknowledge and understand that I am responsible for all reasonable collection, interest, court fees, attorney fees and any other fees or penalties that would be associated with the collection and settlement of the debt
- If equipment is returned after the final paycheck is issued and deductions are made, I understand that a reimbursement check will be issued within 7 days of returning the equipment
- I attest that this authorization is voluntary and has not been made as a condition of my employment or continued employment

SIGNATURE:

Employee Name: _____

Date: _____

Employee Signature: _____

Manager Name: _____

Date: _____

Manager Signature: _____

IT Manager Name: _____

Date: _____

IT Manager Signature: _____