

Equipment Acceptance Form

The following item(s) has been received in good working order (unless otherwise indicated in point C).

- A) 1 (list item) Make:
Model:
Serial Number:
- 2 (list item) Make:
Model:
Serial Number:

B) Additional equipment (i.e. charging leads)

C) Additional comments – (make note of any marks on/problems with the item)

- D) You are reminded that the following provisions are an express written term of your contract of employment and contained in the employee handbook.
- a. any damage to stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement; and
 - b. any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss.

In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

NAME: _____ **Department:** _____
Employee

SIGNATURE: _____ **DATE:** _____

N.B: A copy of the below form should be provided to the employee on return of the item and a copy kept for company records.

Returned Item from: _____
Print name

Item: _____

Make/Model _____

Serial Number _____

Manager's Signature: _____
Print name