



Company Equipment / Asset Agreement

I acknowledge that while I am working for Kirby Nagelhout Construction or affiliated companies, I will take proper care of all company equipment and/or assets that have been assigned to me. I further understand that upon termination, I will return all company property, and that property will be in acceptable working order.

I understand I may be held financially responsible for lost or damaged property (ex: laptop replacement cost = \$1400). This agreement includes, but is not limited to: laptops, monitors, cell phones, keys, keycards or entry fobs and other miscellaneous equipment or assets. I understand that failure to return equipment or assets will be considered theft and may lead to further action by Company.

Please initial below confirming receipt:

_____ (laptop serial # _____)

_____ (monitor x _____)

_____ (entry key / keycard)

_____ (cell phone)

Employee Name (Please Print)

Employee Signature

_____/_____/_____
Date

IT _____