

THE ART AGENCY · EQUIPMENT SIGNOUT

Technology & Equipment Signout Form

Complete at hire (issuance) and at separation (return) · Operations Handbook §14

Employee Name: _____

Date Issued: _____

Position: _____

Supervisor: _____

Equipment Issued

Item	Description / Serial #	Condition at Issue	Employee Initials
Laptop			
Other: _____			
Other: _____			

Employee Acknowledgment at Issuance

I acknowledge receipt of the equipment listed above. I understand that all equipment remains the property of The Art Agency LLC and must be returned in good working condition upon separation from employment. I will not install unauthorized software, store personal data on agency equipment, or use agency equipment for non-business purposes. I understand that failure to return equipment may result in the cost of replacement being pursued through applicable legal remedies, including small claims court.

Employee Signature (Issuance): _____ **Date:** _____

Supervisor Signature (Issuance): _____ **Date:** _____

Equipment Return at Separation

Separation Date: _____

Return Date: _____

Item	Returned?	Condition at Return	Supervisor Initials
Laptop	☐ Yes ☐ No ☐ N/A		
Other: _____	☐ Yes ☐ No ☐ N/A		
Other: _____	☐ Yes ☐ No ☐ N/A		

Unreturned Items

_____

_____

_____

_____

Employee Acknowledgment at Separation

I confirm that I have returned all company property listed above, or that any unreturned items are noted. I understand that The Art Agency LLC may pursue recovery of unreturned equipment through applicable legal remedies.

Employee Signature (Separation): _____ **Date:** _____

Supervisor Signature (Separation): _____ **Date:** _____