

AGREEMENT TO CARE FOR AND RETURN COMPANY PROPERTY

I acknowledge receipt of the following property that belongs to the Coventry & Rugby GP Alliance:

Item Description e.g. laptop, phone, key	Serial / Asset Number (if applicable)	Condition	Accessories Included e.g. charger, case, bag

I acknowledge that I will take proper care of this and all other company property I am entrusted with. I further understand that upon termination of my employment, I will return all Coventry & Rugby GP Alliance property, and that the property will be returned in proper working order.

I understand I may be held financially responsible for lost or damaged property. This agreement includes, but is not limited to, laptops, mobile phones, keys/fobs and other items. I understand that the failure to return property will be considered theft and may lead to criminal prosecution by the organisation.

1. Employee Information

Full Name _____

Department _____

Job Title _____

Manager/Supervisor _____

Employee Signature _____

Date ____ / ____ / ____

2. Equipment issued by

Name _____

Department _____

Signature _____

Date ____ / ____ / ____

On completion, please ensure this form is returned to HR