



## Electronic Equipment Responsibility Form

I acknowledge that I have received the following electronic equipment for use in my work responsibilities.

I understand that it is my responsibility to keep all company-owned and issued electronic equipment safe and in good working order.

I understand that if the equipment listed below is damaged, lost, or stolen, it is my responsibility to immediately report the incident to my manager. I also understand that I may be required to reimburse Mill Creek in the amount of the listed replacement value in the event of damage or loss. The term “damage” refers to a significant decrease in condition that falls outside the nature of reasonable wear & tear.

I understand that if/when my employment ends, it is my responsibility to return all equipment that has been issued to me. Failure to do so may result in the withholding of my final paycheck.

Any exceptions to this policy are at the discretion of the relevant Divisional President.

By signing below, I acknowledge that I have reviewed this equipment responsibly form, and accept the conditions set forth as related to the equipment described below.

Equipment Description	Serial #	Replacement Value

The employee and manager must complete and sign in the spaces provided below.

**Date** \_\_\_\_\_

**Employee Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Manager Signature** \_\_\_\_\_

Managers, please complete this form, submit it to the IT Helpdesk, and save a copy for your records.