



## ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

### CARE OF COUNCIL OWNED EQUIPMENT – ISSUE RECORD

This form should be completed when a valuable item of equipment is issued to a member of staff for use as part of their normal duties. As a guide any item valued at £500+ should be signed for. It is however for service areas to determine what is regarded as a valuable item. For example, there may some items that are of less value but of a specialist nature, whose loss would have a significant impact on the ability of the unit to perform its functions. This form should be used to record all items issued to a remote worker in line with the Remote Working Guidelines.

Before this form is completed and signed, the employee should ensure that they have read and understood the council's policy on the Care of Council Owned equipment.

Details of the item(s) issued including description, serial numbers, value etc.

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I confirm that I have read and understood the council's policy on the Care of Council Owned equipment and the potential implications if I do not adhere to the policy. I understand and accept that in the case of proven recklessness or gross carelessness on my part, the council may seek to recover from my salary a reasonable contribution towards the repair or replacement of any item issued to me that has been stolen or damaged.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Job Title \_\_\_\_\_