

Acknowledgement of Receipt of Company Property & Financial Obligation Form

Employee Name: _____ Date: _____

I hereby acknowledge receipt and assignment of the following Company/Project property:

- Office/Building Key (No:)
- Identification/Security Access Card (No:)
- Cellular Phone (Inventory/Serial No:)
- Lap-top computer (Inventory/Serial No:)
- Uniform (List:)
- Safety Equipment (List:)
- Other Equipment:
- Other: _____

Return of Property and close all open financial obligations: In the event of my termination from employment, I will settle all open employee accounts (e.g., cash advances, credit card liabilities, etc.) in full and return all tools, and company property (specified above or on attached sheet), upon my last day of work (or as specified by my supervisor). If any property is not returned, I authorize a reasonable value for such items to be deducted from my final paycheck (and if applicable any final reimbursement owed to me).

Employee Signature

Date

Original copy – Employee's Personnel File
Copy – Employee and Employee's supervisor