



COMPANY PROPERTY

| | |
|------------------|--------------|
| EMPLOYEE NAME | |
| ON-SITE EMPLOYER | |
| MANAGER'S NAME | TODAY'S DATE |

| I have received the following property in good/useable condition: | | | |
|---|----------------------|---------------|---------------|
| PROPERTY NAME | APPROXIMATE VALUE | SERIAL NUMBER | RECEIVED BACK |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

I, _____, HEREBY ACCEPT THE RESPONSIBILITY FOR ALL PROPERTY ISSUED TO ME THROUGHOUT THE COURSE OF MY EMPLOYMENT. I UNDERSTAND THAT I AM REQUIRED TO RETURN ALL COMPANY PROPERTY UPON REQUEST OR UPON TERMINATION OF EMPLOYMENT.

I AUTHORIZE _____ TO DEDUCT FROM MY PAY CHECK, IN ACCORDANCE WITH STATE AND FEDERAL LAWS, THE COST OF ANY ITEMS LOST AND/OR NOT RETURNED BY ME; OR RETURNED IN A DAMAGED OR UNACCEPTABLE CONDITION. _____ MAY ALSO TAKE ALL ACTION NECESSARY TO RECOVER OR PROTECT ITS PROPERTY.

| | |
|----------------------------------|---------------|
| _____ EMPLOYEE (PLEASE PRINT) | |
| _____ EMPLOYEE SIGNATURE | _____ DATE |
| _____ MANAGER (PLEASE PRINT) | |
| _____ MANAGER SIGNATURE | _____ DATE |
| _____ WITNESS SIGNATURE | _____ DATE |

FAX TO HUMAN CAPITAL: (248) 353-3829