

Company Property

Company Information

Employee Name:

On-Sire Employer:

Managers 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 Name

Date:

Employee Signature:

Manager Name:

Date

Manager Signature:

Witness Signature:

Date:

EMAIL TO HUMAN CAPITAL: HR@human-capital.com