

# Company Property

## Company Information

Employee Name:

On-Site 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](mailto:HR@human-capital.com)**