

Accountability of Company Property

Employee Name	
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Department	
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I _____ have assumed all the items below and affirm they are in my possession. All items are company property.

Name of Item	Serial Number	Date Received

It is my job to maintain and keep in good order all company property. If there is an issue or malfunction with any of the above items I will notify management immediately to ensure timely replacement. If any item is lost or stolen I will also notify management immediately. I will return all items in the condition received if I no longer require it or termination.

Signatures:

Employee:

Supervisor: