

Receipt for Company Property

Employee Name			
Department		Title	

I hereby acknowledge that I have received the following company property:

Name of Item	Serial/Identifying Number	Date of Receipt

I agree to keep the property in working condition, and to notify management should the property malfunction in any way, or should the property be lost or stolen. Further, I agree to return this property at the end of my employment. When I no longer need one or more of the items, I will return it/them immediately to my supervisor.

Date

Employee Signature

Date

Supervisor Signature