



WORLDWIDE OILFIELD MACHINE

PROPERTY LOGISTICS SHEET

NAME	HIRE DATE
JOB TITLE	
DEPARTMENT	REPORTS TO
PARKING SPACE	LOCATION

PROPERTY	RECOMMENDED	HOD Initial	Employee Signature	Received Date	Upon Termination Employee Signature	HR Signature	Return Date
Gate/Door Access							
ID Card							
Office Desk +Chair							
Shared Computer Access							
Shared Email Access							
Desktop Computer							
Laptop							
Dual Monitor							
Network Id to log into comp							
Email ID							
Login to WOM email from home							
Receive emails from							
Phone Extension							
Intn'l Call Access							
Internet							
Business Card							
Cell Phone: Domestic							
Cell Phone: Intn'l Dailing							
Cell Phone: Intn'l Traveling							
With email capability							
Syteline							
Syteline Access							
Additional Recommendations PER APPROVED offer letter							
Ez Tag							
Rental Car							
Company Car							
Other Transport							
Rental Accomodation							
Other property							
Other requirements							

Supervisor Signautre:	Date
HR Approval:	Date