



### Employee Receipt for Company Property

Employee name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

I acknowledge receipt of the below listed company property. I agree to maintain the property in good condition and to return it when I terminate employment with the company or when requested by my supervisor. In addition, if I no longer need any of the items, I will report this information to my supervisor. I agree to notify the company if any of the items are damaged, destroyed, or lost.

1. Item Receipt : Laptop \_\_\_\_\_

Date Issued : \_\_\_\_\_

Brand : \_\_\_\_\_

Serial No. : \_\_\_\_\_

Model No. : \_\_\_\_\_

Mac\_Add. : \_\_\_\_\_

2. Item Receipt : Adaptor \_\_\_\_\_

Date Issued : \_\_\_\_\_

Model No. : \_\_\_\_\_

Serial No. : \_\_\_\_\_

3. Item Receipt : Data Card (If any) \_\_\_\_\_

Date Issued : \_\_\_\_\_

Model No. : \_\_\_\_\_

Serial No. : \_\_\_\_\_

4. Item Receipt : Mouse \_\_\_\_\_

Date Issued : \_\_\_\_\_

Model No. : \_\_\_\_\_

Serial No. : \_\_\_\_\_

5. Item Receipt : \_\_\_\_\_

Date Issued : \_\_\_\_\_

Model No. : \_\_\_\_\_

Serial No. : \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

Date : \_\_\_\_\_