

PAR Nos: _____

Employee #:

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I hereby certify that I am personally responsible and accountable for the item/s listed below. I understand that said item/s are company property.

[illegible]

Received the above item/s in good order and condition

Signature Over Printed Name (Employee)

Property Custodian

INSTRUCTIONS:

1. All item/s entrusted to any employee in the company are not transferable. Hence, in case of transfer of an employee, **Property Custodian or HR** will conduct an equipment and material audit and will make the necessary adjustments and documentation
2. Loss or breakage of any item/s must be reported immediately to the **Property Custodian or HR**.
3. Before item/s can be replaced, the broken item/s should be presented to **Property Custodian or HR** for validation. Lost item shall be for the account of the employee.
4. In case of separation/resignation of the employee, all accountable item/s shall be turned over to **Property Custodian or HR**. Lost or unaccounted item/s shall be charged to the outgoing employee before any clearance is given to him/her.

Upon Turnover

Returned the above item/s in good order and condition	Received the above item/s in good order and condition
<div style="border-top: 1px solid black; text-align: center;"> (Outgoing) Signature Over Printed Name </div>	<div style="border-top: 1px solid black; text-align: center;"> (Property Custodian) Signature Over Printed Name </div>