**Employee Company Property Checklist**

**Date:**

**Name:**

**Position:**

* **Company Keys/remotes allocated YES  N/A**

**If Yes:**

|  |  |  |  |
| --- | --- | --- | --- |
| Description:  i.e. Key/ remote/ swipe card for Site name/ Car ID/ other | Key Number: | Date Allocated | Date Returned |
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* **Company Property/ Equipment allocated: YES  N/A**

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| --- | --- | --- | --- |
| Description:  i.e. Computer/ iPad/ phone/ other | Sim/ID Number: | Date Allocated | Date Returned |
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* **Company paperwork to be returned: YES  N/A**
* **USB/ Drives containing any information belonging to company. YES  N/A**

**Checklist completed by:**

**Signature: .......................................................................**

**Employee Signature.......................................................**

**Date**