**Receipt & Return of Company Property**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **Employee Name** |  |  | **Date of Hire** |  |  |
|  |  |  |  |  |  |  |
|  | **ID Number** |  |  | **Department** |  |  |
|  |  |  |  |  |  |  |

I acknowledge receipt of the company property listed below. I will maintain the property in good condition and will return it upon termination of employment from **<COMPANY NAME>**, or earlier upon request. I will report any loss or damage immediately. I agree that I will use the property for work-related purposes only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Received** | | | **Returned** | |
| **Item** | **Qty** | **Number or ID** | **Returned To** | **Date** |
| <Building Key/Card> |  |  |  |  |
| <Identification Badge> |  |  |  |  |
| <Mobile Device; Enter service provider and model> |  |  |  |  |
| <Parking Pass> |  |  |  |  |
| <Credit Card: Enter issuer, last four digits and expiration date> |  |  |  |  |
| <Home Computer; Enter make and model> |  |  |  |  |
| <Laptop Computer; Enter make and model |  |  |  |  |
| <Printer, Copier, Scanner, Fax machine> |  |  |  |  |
| <Company Car: Enter year, make model, mileage> |  |  |  |  |
| <Customer Contact List> |  |  |  |  |
| <Co-Worker Contact List> |  |  |  |  |
| <Other: Enter Details> |  |  |  |  |
| <Other: Enter Details> |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |
|  | **Employee Signature** | | | | |  |
|  |  | | |  |  |  |
|  | *Employee signature* | |  |  | *Date* |  |
|  |  | |  |  |  |  |
|  | *Printed Name* | |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |
|  | **Company Representative Signature** | | | | |  |
|  |  | | |  |  |  |
|  | *Company Representative signature* | |  |  | *Date* |  |
|  |  | |  |  |  |  |
|  | *Printed Name* | |  |  |  |  |