



COMPANY PROPERTY ON LOAN

DATE _____

COMPANY NAME _____

EMPLOYEE NAME _____

TITLE _____

ITEM	DATE ISSUED	DATE RETURNED	VALUE	ITEM DESCRIPTION
Company ID Card/Badge			\$	
Access /Time Clock Card			\$	
Office Keys			\$	
Pager			\$	
Cellular Phone			\$	
Tools/Supplies			\$	
Uniforms			\$	
Audio/Visual Equipment			\$	
Company Credit Card			\$	Visa / MC / AmEx /Other Card No.
Company Check Book			\$	
Other			\$	
Other			\$	

ACKNOWLEDGEMENT & AGREEMENT

I agree that I have received the Company Property listed above. I understand that it is my responsibility to keep the above described Company Property secure so that it is not lost, stolen, damaged or otherwise rendered unsuitable or unserviceable except through normal wear and tear. I further understand that it is my responsibility to return the above listed Company Property or any substitution/replacement which I may have received, at the end of my employment, or upon demand, to produce for inspection or return any and all items listed above, with or without prior notice. I understand and agree that failure to return or produce for inspection may result in a deduction of the item(s) fair value or replacement cost from my paycheck, final or otherwise, for each item not returned. By my signature below, I authorize the Company to deduct the fair value for any unreturned or damaged Company Property. Nothing in this authorization shall be construed to limit the "at-will" employment relationship between my employer and myself.

EMPLOYEE SIGNATURE _____

DATE _____

ISSUING PERSON SIGNATURE _____

DATE _____