

Acknowledgement of Receipt of Company Property and Financial Obligation Form

Employee Name: _____

I hereby acknowledge receipt and assignment of the following company property. I agree to maintain the equipment in good condition and promise to report any loss or damage immediately. I agree to assume all financial responsibility for damages other than malfunctions beyond my control. I further agree to use said property only for work-related purposes during work hours and ensure equipment is kept in a locked cabinet when not in use.

- Office/Building Key (No. _____)
- Security Access Code (No. _____)
- Cell Phone (Serial # _____ Phone # _____)
- iPad (Serial # _____ Phone # _____)
- Surface Pro (Serial # _____)
- Other: _____
- Other: _____
- Other: _____

Return of Property: In the event of my termination from employment, I will return all company property (specified above or on attached sheet), upon my last day of work (or as specified by my supervisor). If any property is not returned, I authorize a reasonable value for such items to be deducted from my final paycheck.

Employee Signature

Date

Issuing Manager Signature

Date