

COMPANY PROPERTY RECEIPT FORM

The following items have been issued to you:

<input type="checkbox"/> Computer	quantity _____	Date: _____
<input type="checkbox"/> Computer Mouse	quantity _____	Date: _____
<input type="checkbox"/> Cell Phone	quantity _____	Date: _____
<input type="checkbox"/> Keys	quantity _____	Date: _____
<input type="checkbox"/> Credit Card	quantity _____	Date: _____
<input type="checkbox"/> Business Cards	quantity _____	Date: _____
<input type="checkbox"/> EZPass	quantity _____	Date: _____
<input type="checkbox"/> Uniform	quantity _____	Date: _____
<input type="checkbox"/> Other (_____)	quantity _____	Date: _____

PRINT NAME: _____

SIGNATURE: _____

Payroll Deduction Authorization

I acknowledge that I have received the above Company property in good condition, and agree that I will return all property in good condition immediately upon termination of my employment with the Company. **I consent and authorize [COMPANY NAME], to reduce my final pay up to the amount of the cost of the Company property issued to me if I fail to return any item(s) listed above or fail to return any item(s) in good condition. I also agree to use the Company property provided to me solely for the intended uses outlined at the onset of my employment with COMPANY and as outlined in the handbook.** _____
(employee/consultant initial)

PRINT NAME: _____

SIGNATURE: _____

DATE: _____