

Company Property Agreement

I, _____, hereby accept the responsibility for all property issued to me throughout the course of my employment with _____.

I understand that I am required to return all Company property upon request or at termination of employment. I authorize _____ to deduct from my final pay check, in accordance with State and Federal laws, the cost of any items lost and/or not returned by me; or returned in a damaged or unacceptable condition. _____ may also take all action necessary to recover or protect its property.

<u>Equipment List</u>	<u>New/Used</u>	<u>Price of item</u>	<u>Employee Initials</u>	<u>Returned</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

COMMENTS/NOTES: _____

Date Employee Signature

Date Signature of Company Representative