

[Company Name]

Acknowledgement of Receipt of Company Property & Financial Obligation Form

I hereby acknowledge receipt and assignment of the following Company property:

Office/Building Key (No: _____)

Identification/Security Access Card (No: _____)

Cellular Phone (Inventory/Serial No: _____)

Lap-top computer (Inventory/Serial No: _____)

Uniform (List: _____)

Safety Equipment (List: _____)

Other Equipment: _____

Other: _____

Return of Property and close all open financial obligations: In the event of my termination from employment, I will settle all open employee accounts (e.g., cash advances, credit card liabilities, etc.) in full and return all tools, and 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 (and if applicable any final reimbursement owed to me).

Employee Signature

Date

Original copy – Employee’s File

Copy – Employee and Employee Supervisor

Legal Disclaimer: The Acknowledgement of Receipt of Company Property & Financial Obligation Form is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes, and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.