

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	1			
to keep the above description otherwise rendered unsuit understand that it is mustiful substitution/replacement to produce for inspection understand and agree that item(s) fair value or repreturned. By my signature	table or unselved responsibility or responsibility or return and failure to return to responsible to responsible to the selow, I authorerty. Nothing	Property secure erviceable exceptity to return the avereceived, at y and all items turn or produce for the Company in this authorization.	e so that it through no he above lis the end of m listed above, or inspection heck, final only to deduct ation shall be	rstand that it is my responsibility is not lost, stolen, damaged or ormal wear and tear. I further ted Company Property or any y employment, or upon demand, with or without prior notice. I may result in a deduction of the r otherwise, for each item not the fair value for any unreturned construed to limit the "at-will"
EMPLOYEE SIGNATURE			DA	TE
ISSUING PERSON SIGNATURE			DΛ	TF