

Company Property Receipt

April 15, 2005

«_CompanyName»
«_AddressLine1»
«_AddressLine2»
«_City», «_State» «_ZipCode»
«_PhoneOffice» «_PhoneFax»
«_EmailAddress» «_Website»



Employee Name:	[Type name here]	Title:	[Type title here]
Department:	[Type department here]	Cost. Ctr. No.:	[Type number here]
Location:	[Type location here]	Employee I.D. No.:	[Type number here]

Serial No.	Property No.	Qty.x	Description	Return Date

Property will be used for
[Type text here]

Please read and sign

I acknowledge the receipt of and responsibility for the company-owned property listed above. I agree to maintain the property in good condition and to return it when I cease working for the company, or earlier on request. I promise to report any loss or damage immediately, and I agree to use said property for work-related purposes only.

Signature _____ Date: [Type date here]

Approvals

Supervisor _____ Date: [Type date here]

Dept. Head _____ Date: [Type date here]

Security _____ Date: [Type date here]