

# Return Of Company Property



NAME OF EMPLOYEE: \_\_\_\_\_

**Please print**

EFFECTIVE DATE OF SEPARATION: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please check property returned (if not applicable to employee, indicate N/A)

\_\_\_\_ Keys

\_\_\_\_ Company Credit Card

\_\_\_\_ Gasoline Credit Card

\_\_\_\_ Company I.D.

\_\_\_\_ Laptop

\_\_\_\_ Printer

\_\_\_\_ Other Electronic Equipment:

\_\_\_\_\_

\_\_\_\_ Cell Phone

\_\_\_\_ Pager

\_\_\_\_ Company Documents:

\_\_\_\_\_

\_\_\_\_ Uniform

\_\_\_\_ Other:

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_