



Company Property Acknowledgement of Receipt

I understand that the equipment issued to me is to be used for community business and belongs to the community. It is expected that reasonable care be taken when operating company property and to be able to return it in good operating condition including all accessories included with the product such as chargers, batteries, etc.

I understand that if I issued an IPOD, laptop, tablet, or other company equipment during my assigned shift that the IPOD, laptop, tablet, or other company equipment is to be used for community business and belongs to the community. It is expected that reasonable care be taken when using company property and to be able to return it in good operating condition including all accessories included with the product such as chargers, batteries, etc.

I further understand, acknowledge, and authorize that my paycheck, including my final one, may be deducted for the value of the equipment issued to me or if the IPOD, laptop, or tablet is not returned to the community after my shift ends.

I also understand that if I do not comply with these provisions, my access to company property may be revoked, and I may be subject to disciplinary action up to and including discharge.

Printed Employee Name

Employee Signature

Date

By initialing below, I acknowledge that I have received the following company property either upon hire or upon the start of my shift:

Initial	Item	Value	Date Issued	Date Returned