



How to Use this Document:

After reading the note to employers and legal disclaimer you can utilize the Acknowledgement of Receipt of Company Property by deleting the first page of this document.

Acknowledgement of Receipt of Company Property

NOTE TO EMPLOYERS:

Before deducting any monies from a final paycheck or other funds owed to the employee you should ensure that this practice is legal in your state. Additionally, even if the practice is legal, you should be aware that any deduction that would cause an employee to be paid less than minimum wage for hours worked will be a violation of the Fair Labor Standards Act (FLSA) and state minimum wage requirements and could lead to significant penalties.

LEGAL DISCLAIMER:

This document 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.

ACKNOWLEDGEMENT OF RECEIPT OF COMPANY PROPERTY & FINANCIAL OBLIGATION FORM

| | | |
|---------------------------------------|--------------------|------------|
| Employee Name (Last, First, & Middle) | Employee ID Number | Date |
| | | |
| Employee Title | Supervisor | Department |
| | | |

I commit to treating the company-issued equipment with reasonable care while I am employed, and understand that intentional misuse, damage or negligent use of such equipment may subject me to disciplinary action, up to and including termination. I hereby acknowledge receipt and assignment of the following Company property:

- Office/Building Key #:
- Identification/Security Access Card #:
- Cell Phone Inventory/Serial #:
- Computer Inventory/Serial #:
- Uniform List:
- Safety Equipment List:
- Other Equipment
- Other
- Other

RETURN OF PROPERTY AND CLOSING OF ALL OPEN FINANCIAL OBLIGATIONS

In the event of my termination from employment, upon my last day of work or a date specified by my supervisor, I will settle all open employee accounts (e.g., cash advances, credit card liabilities) in full and return all tools and company property specified above, on an attached sheet, or that otherwise comes into my possession.

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. Should the company be unable to collect from my final paycheck or other reimbursement, I acknowledge that the Company may invoice me or pursue legal action against me at its discretion.

Employee Signature: _____ **Date:** _____

