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**COMPANY PROPERTY ISSUANCE AGREEMENT**

Employee Name: Employee ID#

You are being issued the following company property for use while you are employed by [COMPANY NAME]. You are responsible for the care, maintenance and safety of these items.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Issued | Item Issued | # Issued | Cost to Replace | Employee Signature of Receipt | Supervisor Signature of Receipt | Date Returned | Employee signature of return | Supervisor signature of return |
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Replacement of Items

In the event any company property that has been issued to me from the list above is lost, stolen or damaged, I am fully responsible for the cost of repair or replacement of the item(s). Cash or check is required for replacement of the item (s) or payroll deduction may be arranged with prior approval.

In the event of normal wear and tear of uniforms, it is my responsibility to submit a replacement request, and I will not be charged for replacing the uniform. However, if replacement is necessary due to misuse or loss, I am responsible for the cost of replacement.

 Return of Items

Upon separation of employment from [COMPANY NAME] the following terms apply:

* All of the above issued item(s) are considered [COMPANY NAME] property and must be returned in good and usable condition no later than my last day of employment.
* If any item (s) of company property issued to me is not returned in good and usable condition upon, termination of employment, the cost of replacing the items will be withheld from my final pay check.

I understand and agree to abide by the above terms. Should I fail to return any item(s) listed upon the separation of employment from [COMPANY NAME], my signature authorizes [COMPANY NAME] to deduct the replacement cost of such item(s) from my final paycheck.

Employee Signature Date

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Supervisor Signature Date