

EMPLOYEE PROPERTY RECEIPT ACKNOWLEDGMENT FORM

COMPLETED BY THE SUPERVISOR			
Employee Name:			
Company:		Department:	
Property Issued By:		Date:	
Property Description	Value	Quantity	Total
Total Amount			
COMPLETED BY THE EMPLOYEE			
			Employee Initials
<input checked="" type="checkbox"/>	I understand that all company property must be returned to the Company in good condition except for normal wear and tear upon separation with ProService.		
I, _____, hereby acknowledge my receipt of the above mentioned property and understand that this property must be returned to the Company upon my separation of employment.			
Employee Signature:		Date:	