



COMPANY PROPERTY FORM

Issued	N/A	Check all that apply in the first box to the left. If it does not apply to the Team Member, please check N/A. All Company Property issued must include a description in the box.	<i>HM/HR SIGNATURE</i>
		<u>AIRPORT BADGE:</u> Number _____	
		<u>PARKING:</u> <i>Bus Pass Reimbursement</i> <i>Monthly Parking Permit</i> <i>Other</i>	
		<u>UNIFORM:</u>	
		<u>KEYS:</u>	
		<u>EMAIL:</u>	
		<u>COMPUTER:</u>	
		<u>PHONE:</u>	
		<u>OTHER:</u>	
		<u>OTHER:</u>	

I acknowledge receipt of the company-owned equipment listed above. I agree to maintain the equipment in good condition and to return it when I cease working for the company or earlier on request. I promise to report any loss or damage immediately. I further agree to use said property only for work-related purposes. Electronic equipment, including but not limited to computers, telephones, pagers, printers and fax machines, used or owned by the company and all information stored on this equipment is company property. **Company reserves the right to review and disclose any information sent, received or stored on this equipment.** Finally, I acknowledge if Company Property is not surrendered upon termination of my employment, reimbursement may be deducted from my final paycheck.

Team Member Print Name _____ Signature _____