

Receipt-Return of Company Property

Employee Name: _____ Date: ____/____/____

Position: _____ Department: _____

Worksite Employer: _____

Item	Date Issued	Date Received	Value	Item Description
Computer Hardware & Software				
Company ID Card/Badge				
Access Card/Time Clock Card				
Office Keys				
Beeper				
Cellphone				
Tools/Supplies				
Uniforms				
Audio/Visual				
Company Credit Card				
Company Check Book				
Other:				

I acknowledge that I have received the company property indicated above. I understand that it is my responsibility to keep the above described property secure so it is not lost, stolen, damaged or otherwise rendered unusable or serviceable except through normal wear and tear. I understand that it is my responsibility to return the above described property or any substitution/replacement which I may have received upon the end of my employment and that failure to do so will result in a deduction consistent with applicable law of its fair value or replacement cost from my paycheck, final or otherwise, for each item not returned. I authorize CLEAR Employer Services, LLC, to deduct for any unreturned or damaged property. Nothing in this authorization shall be construed to limit the at-will employment relationship between myself and CLEAR Employer Services, LLC.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____