McPherson College Computer Services

Employee Receipt for Company Property

Employee Name

Department

Delivered By (Printed Name) (Signature)

Time & Date

The "Employee" (as Employee Named above) acknowledges receipt of the below listed company property. The Employee agrees to maintain the property in good condition and to return it at the end of employment with McPherson College or when requested by the Employee's supervisor. In addition, if the equipment is no longer needed, the Employee will report this information to their supervisor. The Employee agrees to notify the company of any items damaged, destroyed, or lost within a reasonable time after the damage, destruction, or loss occurs.

Date Issued:	
Item:	
Model Number:	
Serial Number:	
Peripherals:	

Receiving Employee or Supervisor Signature Date

Copies of this form may be requested from Computer Services at McPherson College (620) 242-0456.

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