Employer Flexible™
Impact what matters™

COMPANY PROPERTY
Acknowledgement of Receipt

I understand that the equipment issued to me is to be used for company business and belongs to the company. It is expected that reasonable care be taken when operating company property so as to be able to return it in good operating condition including all accessories included with the product such as chargers, batteries, etc. I further understand, acknowledge, and authorize that my paycheck, including my final one, may be deducted for the value of the equipment, or if a key is not returned the cost to re-key the office. I also understand, acknowledge, and authorize that if I incur additional charges such as overage for cell phones that I authorize a deduction from my paycheck for those charges.

I also understand that if I do not comply with these provisions, my access to company property may be revoked, and I may be subject to disciplinary action up to and including discharge.

Signature	Printed Name	Date

By initialing below, I acknowledge that I have received the following company property:

Initial	Item	Value	Date Issued	Date Returned