

ACKNOWLEDGMENT OF RECEIPT FOR COMPANY-ISSUED PROPERTY

You may be issued equipment for use when working off-site as part of a telecommuting or work-at-home agreement. You agree to maintain and use any company equipment as described in this acknowledgment.

Employee name:

Items issued by:

Date items issued:

Quantity	Description

Employee Acknowledgment

I acknowledge receipt of the company-owned property listed above.

I agree to maintain the property in good condition and to return it when I cease working for the company, or earlier upon request.

I agree to report any loss or damage immediately. I further agree to use said property only for work-related purposes.

I understand that violation of this acknowledgment may be cause for discipline.

Employee signature: _____

Date: _____