

## COMPANY PROPERTY RECEIPT

Employee Name: \_\_\_\_\_ Social Security#: \_\_\_\_\_  
(Last,) (First) (MI)

Client Company: \_\_\_\_\_ Client #: \_\_\_\_\_

I \_\_\_\_\_ acknowledge the receipt of the company property listed below along with the value of each item. I understand that each item must be returned to Elite Payroll Solutions in good working condition on or before the date of my last day of work at Elite Payroll Solutions or at any time as requested by Management. Where permitted by applicable laws, Elite Payroll Solutions may withhold from the employee's check or final paycheck the cost of any items that are not returned when requested. Elite Payroll Solutions may also take all action deemed appropriate to recover or protect its property.

Item Description	Serial / Identification Number	Value
Computer ( ) Laptop ( ) Desktop		\$
Wireless Card		\$
Laptop Adapter		\$
Laptop Carrying Case		\$
Cell Phone		\$
Cell Phone Accessories		\$
Company Credit Card(s)		\$
Company Keys		\$
Company Gas Card(s)		\$
Client Lists		\$
Client Documents		\$
Promotional Items		\$
Company Tools		\$
Uniform(s)		\$
Company Vehicle Inspection		\$
		\$

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Company Property Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_