

ACKNOWLEDGEMENT OF RECEIPT OF [COMPANY NAME] PROPERTY

Employee's Name:	Position:
Items(s) Issued By:	Date Item(s) Issued:

Quantity	Description	Replacement Cost	Date Item Returned

By signing this form, I, _____, acknowledge that [COMPANY NAME] has issued me the above-listed, company-owned property. I further acknowledge that these items issued to me are to be used for [COMPANY NAME] business and belongs to [COMPANY NAME]. 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 acknowledge and agree that upon termination or resignation, I will immediately return all property of [COMPANY NAME] identified herein and that the property will be returned in proper working order, normal wear and tear excepted.

Pursuant to the West Virginia Wage Payment and Collection Act codified in West Virginia Code §21-5-4, et seq., I, _____, hereby authorize [COMPANY NAME] to withhold, deduct, or divert any portion of my final wages to recover the replacement cost of items identified herein should the same not be returned or not returned in proper working order upon by termination or resignation.

Signature of Employee

Printed Name

Date

Signature of Supervisor/
Issuing Employee

Printed Name

Date

Company Use Only:

Signature of Supervisor/
Receiving Employee

Printed Name

Date