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Equipment Receipt Form

Please complete the following form upon receipt of any company equipment. This form will be kept on your personnel file and used to monitor the return of any equipment should you leave the Company. Each copy of this form should be returned to _____.

Equipment

Description	Condition

Issue

Date Issued:		Date Returned:	
Issuer Name:		Issuer Signature:	
Issuer Signature:		Employee Name:	
Employee Name:		Employee Signature:	
Employee Signature:			