



**Return of Property Agreement**

The undersigned hereby acknowledges receipt of property listed below. It is further acknowledged that all such property is and remains the property of \_\_\_\_\_ (Employer). It is understood that such property is intended for use in connection with the undersigned's employment. All property belonging to the Employer must be returned upon separation. The undersigned hereby agrees to payroll deduction from the last check for the amount of any unreturned property.

Description	Serial # or Issued #	Initials/Date Issued	Dollar Value	Item returned as agreed?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

I agree that I have received the listed property above from the Employer, and I will return the property upon separation. If I do not return the property, you have my permission to deduct it from my final paycheck. A copy of this will be placed in my employee file for reference.

\_\_\_\_\_  
 Print Name Employee's Signature

\_\_\_\_\_  
 Supervisor Date

<b>Complete when Employee is separating from the Client</b>		
Employee was terminated on _____. Employee has until _____ to return our property.		
The next anticipated pay date is on _____.		
_____ Employee's Initials	_____ Supervisor's Name	_____ Date
*****		
The items noted above were not returned. The appropriate amount(s) will be deducted from the last paycheck. A Payroll Adjustment Form is attached showing the total amount to be deducted.		
_____ Supervisor/ Company Representative		_____ Date