



Archdiocese of Agaña

196 Cuesta San Ramon, Ste. B, ■ Hagåtña, GU 96910

Tel: (671)472-6116

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COMPANY PROPERTY ISSUANCE FORM

Employee Name: Employee No:

Department: Designation:

The responsible immediate supervisor advised to attend to retain:

ACTION	YES	NO	NA
Keys - Main entrance			
Keys - Office Keys			
Keys - Drawers, Filing Cabinet			
Gas Card			
Cell phone			
Text Books/ Manuals			
Employee Hand Book			
Laptop and other computer equipment			
Petty Cash			
Cancel System Access			
Re-Route of Archdiocese assigned email address			
Other Company Property Assets :			
Other:			
Other:			

I understand that the equipment issued to me is to be used for company business and belongs to the company. It is expected that the reasonable care be taken when operating company property so as charges, batteries, etc. I further understand, acknowledge, and authorize that my paycheck, including my final one, may be deducted for the value of the equipment, or if a key is not returned the cost to re-key the office. I also understand, acknowledge, and authorize that if I incur additional charges such as overgae for cell phones that I authorize a deduction from my paycheck for those charges.

I also understand that if I do not comply with these provisions, my access to company property may be revoked, and I may be subject to diciplinary action up to and including discharge.

EMPLOYEE SIGNATURE

DATE

I, _____ hereby confirm that the company property/assets indicated in tick boxes have been issued to the above employee.

IMMEDIATE SUPERVISOR or DESIGNEE

DATE