

# PROPERTY ONE EQUIPMENT ASSIGNMENT FORM

All key(s), tool(s), equipment, uniform(s), and any other items assigned to an employee by Property One, or made available for use by the employee, are the property of Property One and are to be returned to upon transfer or termination of employee for any reason.

In the event of a loss of cash, key(s), tool(s), equipment or uniform(s), or any other item, the employee(s) responsible may be subject to disciplinary action up to and including termination of employment and any monies earned by the employee(s) responsible will be subject to withholding to satisfy part or all of the loss until the total amount of the loss is repaid.

[illegible]

My signature below acknowledges my understanding of and agreement to abide by this policy. My signature further authorizes Property One to deduct the cost of any lost or damaged equipment assigned to me from my paycheck.

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Employee Signature

Date \_\_\_\_\_

Employee Supervisor

Date \_\_\_\_\_