

## PROPERTY ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_ have received the following  
from COMPANY NAME HERE.:

American Express Credit Card

Number \_\_\_\_\_

Calling Card

Number \_\_\_\_\_

Pager

Number \_\_\_\_\_ Serial Number \_\_\_\_\_

Cell Phone

Number \_\_\_\_\_ Serial Number \_\_\_\_\_

Power Book

Model Number \_\_\_\_\_ Battery Pack \_\_\_\_\_

Other

\_\_\_\_\_

I agree to :

Promptly submit regular expense reports with accompanying receipts to Accounting.

Pay off all items charged to the credit card(s) promptly.

Return cards and/or equipment to the company when I terminate my employment or when asked to do so.

I understand that I have responsibility for all expenses charged to the card(s).

I authorize that if COMPANY NAME HERE advances any money, loans, expenses, to me or if I incur card charges during the course of my employment, or if I lose, damage, or fail to return any company equipment or property, that COMPANY NAME HERE is authorized to deduct from my wages sufficient funds to repay such loans, expenses, or advances or to replace the property. I understand that if there are insufficient funds from the wages owed me to cover such advances or property that NeoPath may initiate collection proceedings against me to recover their losses.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Sample Preview