

# Company Property & Documents Checklist

Employee Name:

Department/Location:

Position/Job:

Manager/Supervisor:

	Employee to initial & date on receipt (if applicable)		
<b>Induction completed</b>	Date: Signature:		
<b>Handbook received</b>	Date: Signature:		
		<b>Employee to sign on receipt</b>	<b>Employee to sign on return</b>
<b>ID Badge</b>			
<b>Company credit card</b>	Card type & No.		
<b>Company car</b>	Rego. No, No. of keys		
<b>Petrol card</b>	Card No.		
<b>Computer</b>	Serial No.		
<b>Mobile phone</b>	Serial No.		
<b>Purchase Order book</b>			
<b>Building keys</b>	No. Issued		
<b>Other Items</b>			
<b>Connection to: Payroll/EFT/Internet banking/etc. systems</b>	List systems and passwords:		
<b>Connection to information services</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Connection to email</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Exit interview</b>	Date: Signature:		

I certify that I have not retained, photocopied, or have in my possession any files, property of any kind, or documents, which belong to this Company.



Employee's signature:

Date:

## Commencement Date:

Manager/Supervisor's Name (Print):

Signature:

Date:

## Termination Date

Manager/Supervisor's Name (Print):

Signature:

Date: