

# Company Property & Documents Checklist

Employee Name:

Department/Location:

Position/Job:

Manager/Supervisor:

	Employee to initial & date on receipt (if applicable)		
Induction completed	Date:	Signature:	
Handbook received	Date:	Signature:	
		Employee to sign on receipt	Employee to sign on return
ID Badge			
Company credit card	Card type #		
Company car	Rego # # of keys		
Petrol card	Card #		
Computer	Serial #		
Mobile phone	Serial #		
Purchase Order book			
Building keys	# Issued		
Other Items			
Connection to: Payroll/EFT/Internet banking/etc. systems	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: