

## COMPANY PROPERTY CHECKLIST

Employee Name:

Hire Date:

Termination Date:

Enter dates of items issued and returned. Have the employee and manager initial each date.

ITEMS	INITIALS	ISSUED	RETURNED
Employee Guidebook			
File Cabinet			
Typewriter			
Phone			
Adding Machine			
Postage Scales			
Office Key			
Location:			



Post Office Key			
Client Files			
Miscellaneous Office Supplies:			
Credit Card(s) – Identify:			
Other:			

