

CRB Receipt & Return of Property

Employee Name: _____

*I acknowledge receipt of the company property listed below. I will maintain the property in good condition and will return it upon termination of employment from **Cristo Rey Brooklyn High School** or earlier upon request. I will report any loss or damage immediately. I agree that I will use the property for work-related purposes only.*

Item	Received		Returned	
	Qty	Number or ID	Returned To	Date
Building Key-Main Doors				
Identification				
Mobile Device				
Parking Pass				
Credit Card				
Laptop/Ipad				
Building Swipe Card				
Office Key				
Classroom Key				

Employee Signature: _____

Date: _____

Cristo Rey Brooklyn HS Representative

Print Name: _____ Date: _____

Signature: _____