



CITY OF PETALUMA
HUMAN RESOURCES
City Equipment Issued/Returned

I. NEW HIRE – initiated in Human Resources and forwarded to home department

Employee Name

Date of Hire

Employee # and Classification

Department

The employee has been issued property in good condition (check those that are applicable)

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Keys | <input type="checkbox"/> ID Card/Badges | <input type="checkbox"/> Credit card |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Pager | <input type="checkbox"/> Lap top |
| <input type="checkbox"/> Blackberry | <input type="checkbox"/> Tools/Machinery | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Confidential materials | <input type="checkbox"/> Other _____ | |

Employee Signature

Date

Director/Manager Signature

Effective Date

II. SEPARATED EMPLOYEE - to be completed in home department and forwarded to Human Resources

Employee Name

Effective Separation Date

The employee has returned property in good condition (check those that are applicable)

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Keys | <input type="checkbox"/> ID Card/Badges | <input type="checkbox"/> Credit card |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Pager | <input type="checkbox"/> Lap top |
| <input type="checkbox"/> Blackberry | <input type="checkbox"/> Tools/Machinery | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Confidential materials | <input type="checkbox"/> Other _____ | |

The employee has attached a statement with an explanation for not returning the following articles:

Final time sheet received: Yes No

Address change? _____

Director/Manager Signature

Date