

# Equipment Return Inventory

*Please complete on employee's final day of work and submit to Human Resources.*

Employee Name:

Department:

Final Day of Work:

**1. Items Issued to Employee**

ITEM	RETURNED	NOT APPLICABLE
<b>ID Card</b> ***		
<b>Keys</b>		
<b>Ipad</b>		
<b>Cell Phone</b>		
<b>Uniforms</b> (Complete Section below)*		
<b>Other</b>		

**UNIFORMS:**

***Attach list of all outstanding pieces.***

**Account #'s to be charged:**

**2. Were Any Tuition Reimbursement Payments Issued Within the Last Two Years? \*\*\*\***

Yes    No                    *If yes, HR confirms funds due with Finance.*

**3. Were Safety Shoes Issued Within the Last Six Months\*? "" Yes    No**

*\*(Reimbursed at 50% if under six months)*

**4. Were Any of the Following Issued Within the Last Six Months? (VPD Only)**

Clothing Allowance	Yes	No	Amount:
Shoe Allowance	Yes	No	Amount:
Dry Cleaning Allowance*	Yes	No	Amount:

*\*(Reimbursed at 50% if under six months)*

Account to be Charged:

*If multiple accounts, please attach a breakdown list of accounts and funds to be charged.*

**5. Additional Outstanding Allowances or Items (Please List):**

**6. Employee's E-Mail Account Instructions sent to IT on:**

Form Completed By:

Date: