



HERTFORD COUNTY

PROPERTY/EQUIPMENT ISSUED ACKNOWLEDGEMENT CHECKLIST (Part I) (To be completed by the Supervisor & Employee)

Supervisor: **Place your initials** next to each item issued to the to the employee. Indicate N/A when an item is not applicable. Some departments maintain internal checklists; therefore, this list is not all inclusive.

Employee: When all property is issued, **place initials** next to each item received, sign and date this form as acknowledgement and agreement of terms.

Keys – Vehicle <input type="checkbox"/>	Laptop & Docking Station, Monitor/Power cords/Adapters <input type="checkbox"/> Cost: \$0000.00	Cell Phone/iPad/Tablet <input type="checkbox"/> Cost: \$0000.00
Keys or Key Fob - Entryways <input type="checkbox"/> Cost: \$0000.00	Desktop/Monitor/Power Cords/Adaptors <input type="checkbox"/> Cost: \$0000.00	Credit Card <input type="checkbox"/>
Keys – File Cabinets <input type="checkbox"/>	Laptop Bag or Accessories <input type="checkbox"/> Cost: \$0000.00	Tools <input type="checkbox"/> Cost: \$0000.00
ID Badges <input type="checkbox"/>	Computer Passwords List <input type="checkbox"/>	MiFi Hotspot <input type="checkbox"/> Cost: \$0000.00
Business Cards <input type="checkbox"/>	Data files on any media <input type="checkbox"/>	Webcam <input type="checkbox"/> Cost: \$0000.00
Uniforms <input type="checkbox"/> Cost: \$0000.00	USB or External Hard Drive <input type="checkbox"/> Cost: \$0000.00	Phone Headset <input type="checkbox"/> Cost: \$0000.00
Work Projects <input type="checkbox"/>	Digital Cameras and Storage Devices <input type="checkbox"/> Cost: \$0000.00	Wireless Keyboard & Mouse <input type="checkbox"/> Cost: \$0000.00
Work Manuals <input type="checkbox"/>	Printer <input type="checkbox"/> Cost: \$0000.00	MFA Token <input type="checkbox"/> Cost: \$30.00
Gas Card/ Remove Fuel Master <input type="checkbox"/>	Wireless Network Card <input type="checkbox"/>	Scanner <input type="checkbox"/> Cost: \$0000.00

Notes: _____

I certify that I have been issued County property/equipment as indicated above and that I am responsible for returning all property/equipment in the condition as it was issued with the exception of normal wear and tear. I authorize Hertford County to withhold wages from my last paycheck and/or payouts for lost, damaged, and unreturned county property/equipment for the dollar amount as listed above in accordance with G.S.95-25.8. If the amount exceeds any wages or payouts, I agree to pay Hertford County all or the remainder of the cost of the lost, damaged, or unreturned property/equipment within two weeks after the date the property/equipment was to be returned.

Employee Signature: _____ Date: _____

I certify that I have thoroughly reviewed this form with the employee.

Supervisor Signature: _____ Date: _____



HERTFORD COUNTY

PROPERTY/EQUIPMENT RETURN CHECKLIST (Part II)

(To be completed by the Supervisor & Employee)

Supervisor: Place your initials next to each item collected from the separating employee. Indicate N/A when an item is not applicable. Some departments maintain internal checklists; therefore, this list is not all inclusive. If items have not be returned, please refer employee back Part I of this form.

Employee: When all property has been returned, place initials next to item returned, sign and date this form.

Keys – Vehicle <input type="checkbox"/>	Laptop & Docking Station Monitor/Power cords/Adapters <input type="checkbox"/> Cost: \$0000.00	Cell Phone/iPad/Tablets <input type="checkbox"/> Cost: \$0000.00
Keys or Key Fob - Entryways <input type="checkbox"/> Cost: \$0000.00	Desktop/Monitor/Power Cords/Adaptors <input type="checkbox"/> Cost: \$0000.00	Credit Card <input type="checkbox"/>
Keys – File Cabinets <input type="checkbox"/>	Laptop Bag or Accessories <input type="checkbox"/> Cost: \$0000.00	Tools <input type="checkbox"/> Cost: \$0000.00
ID Badges <input type="checkbox"/>	Computer Passwords List <input type="checkbox"/>	MiFi Hotspot <input type="checkbox"/> Cost: \$0000.00
Business Cards <input type="checkbox"/>	Data files on any media <input type="checkbox"/>	Webcam <input type="checkbox"/> Cost: \$0000.00
Uniforms <input type="checkbox"/> Cost: \$0000.00	USB or External Hard Drive <input type="checkbox"/> Cost: \$0000.00	Phone Headset <input type="checkbox"/> Cost: \$0000.00
Work Projects <input type="checkbox"/>	Digital Cameras and Storage Devices <input type="checkbox"/> Cost: \$0000.00	Wireless Keyboard & Mouse <input type="checkbox"/> Cost: \$0000.00
Work Manuals <input type="checkbox"/>	Printer <input type="checkbox"/> Cost: \$0000.00	MFA Token <input type="checkbox"/> Cost: \$30.00
Gas Card/ Remove Fuel Master <input type="checkbox"/>	Wireless Network Card <input type="checkbox"/>	Scanner <input type="checkbox"/> Cost: \$0000.00

Notes: _____

I certify that I have returned all County property/equipment in my possession and that all the above obligations have been fulfilled by me.

Employee Signature: _____ Date: _____

I certify that I have reviewed this form with the employee and fulfilled all obligations contained herein.

Supervisor Signature: _____ Date: _____