

ACKNOWLEDGEMENT OF SUPPLIES/TOOLS RECEIVED

Date: _____
Employee Name: _____ Employee ID#: _____

SUPPLIES/TOOLS ISSUED:

Fuel Credit Card	Company: _____ Card #: _____
Expense Credit Card	Company: _____ Card #: _____
Telephone Credit Card	Company: _____ Card #: _____
Keys	Number: _____ Locations: _____ _____
Pager	Number: _____ Serial #: _____
Back Support Cellular Phone	Size: _____ Number: _____ Serial #: _____
Tools	Itemized: _____ _____ _____ _____

Please sign below to acknowledge that you have received and are responsible for the supplies/tools itemized above. In the event of loss or theft, the employee is responsible for reimbursing the company for any replacement costs, charges, or penalty fees resulting.

Employee Signature

Date

Supervisor Signature

Date