



## Signature Receipt for Keys, Cell Phone or Agency Equipment

I, (Printed Name) \_\_\_\_\_ have received the following key(s)/codes, cell phone or equipment for use as a Paladin employee. If I give any key(s), cell phone or equipment to another individual without prior written approval, I realize I may be subject to termination. I must return the keys to Human Resources upon request at any time or upon my separation from the company. All keys and property are the property of the agency and keys cannot be copied.

Received	Date Received	Vehicle number or Serial Number of Computer	Date Returned
Front Door Key			
Site or House Keys			
Vehicle Key All or Vehicle #			
Other Keys:			
Cell Phone – Number assigned			
Equipment (Name of Item)			
Computer			
Overall Equipment Condition			

If all not returned at once- record separately as they are returned. (Will be placed in HR file)

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date Signed