

Final Paycheck Property Acknowledgment Form

This form documents the acknowledgment of company property before the release of the final paycheck.

Employee Information:

Name: _____

Employee ID: _____

Department: _____

Property Checklist (if applicable):

Property Item	Serial Number	Condition Upon Issue	Returned (Yes/No)

Acknowledgment:

I confirm that all company property issued to me has been returned in acceptable condition.

I understand that failure to return items may result in deductions from my final paycheck.

Signature and Date:

Employee Signature: _____

Date: _____

HR Representative Signature: _____

Date: _____