

# **Prodesse Property Group**

## **Company Assigned Property Receipt**

Employee Name: \_\_\_\_\_

### **Cellular Phone Information**

Phone Number: \_\_\_\_\_

Service Provider: \_\_\_\_\_

Brand, Model & Serial #: \_\_\_\_\_

Plan Summary:

Coverage Area:

Plan Type:

Number of Allowed Minutes per Month: \_\_\_\_\_

Text Messaging: Yes / No

Per Minute Charge for Overage:

Please note that we understand that you may take personal calls on your cell phone. If you take personal calls on your phone and you exceed your allotted plan minutes and there are additional charges in any given month you will be responsible for paying for the overage. In addition, if you place long-distance calls that are not related to our business, or accrue any other additional charges not relating to our business, you will be responsible for paying for these charges.

### **Credit Card**

Issuing Bank: \_\_\_\_\_

Card Spending Limit: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_

Please note that this credit card is for business purposes only and is provided to you for a convenience in purchasing items that are business related. You must keep and submit all receipts on a timely basis to the accounting department. Please note you should never use this card for personal purposes.

**Copy / Fax Machine**

Manufacturer: \_\_\_\_\_

Model & Serial #: \_\_\_\_\_

Please note that this equipment is provided to you to perform the functions of your position. You must use and maintain the equipment per the manufacturers instructions.

**Other Item:** \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model & Serial #: \_\_\_\_\_

**Uniform Shirts (Size and quantity):** \_\_\_\_\_

**Keys:** \_\_\_\_\_

**Codes:** \_\_\_\_\_

**Employee acknowledges receipt of the items and information listed above. All equipment remains the property of the company and must be returned upon termination of employment.**

\_\_\_\_\_

**Employee**

\_\_\_\_\_

**Dated**