

CITY OF NEWBURGH

Equipment Assignment Agreement Form

Date Issued:

Date Returned:

I hereby acknowledge receipt and assignment of the following City of Newburgh Property:

- Office/Building Key(s): _____
- ID/Security Access Card: _____
- Cell Phone (Make, Model, ESN): _____
- Laptop/Tablet (Make, Model, Serial#): _____
- Camera (Make, Model, Serial#): _____
- Aircard/MiFi (Make, Model, Serial#): _____
- Safety Equipment (list): _____
- Uniform (list): _____
- Other (list): _____

Return of property obligations: In the event of my separation from employment with the City of Newburgh, I will return all City property (specified above or attached hereto), upon or before my last day of work. If any property is not returned, I authorize the City to withhold my final paycheck until the described items are returned. **Any damage to assigned property must be reported to my Department head immediately. Any lost or stolen items must be reported to the Newburgh City Police Department and my Department head immediately.**

Employee Name (Print)

Dept. Head or Designee Signature

Employee Signature

Condition of Property Issued

Department

Condition of Property Returned
