

Upon completion, send this form to the Human Resources Branch Assistant Director for further handling.



**DEPARTMENT OF PUBLIC WORKS & ENGINEERING
PROPERTY ISSUE FORM**

Policy 7-1 Attachment B

Original: Division/Branch File

Copy: Supervisor

Copy: Employee

Name: _____

(Print or Type)

Employee # _____

Issuance

Description of Property	Identification Number*	Date of Issue	Name	Employee #

*(Fixed Asset Tag, serial number, or other number on item)

I, _____ hereby acknowledge receiving the city-owned property above. I understand that it is my responsibility to properly maintain and/or secure the property and to use it only for activities related to conduct of city of Houston business. I acknowledge that I am fully responsible for the proper use and storage of the property assigned to me. I will immediately return all assigned property upon request, transfer, leave, etc. or employment termination. Furthermore, I understand that I may be required to fully reimburse the city of Houston for any property, which is not returned upon termination of employment, any property, which is lost during my employment, or any property, which is damaged due to my negligence.

Received by:

Signature of Employee

Employee ID Number

Date