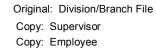


DEPARTMENT OF PUBLIC WORKS & ENGINEERING PROPERTY RETRIEVAL CHECKLIST

ne :				ı	Employee #	
-						
☐ Resignation/Retirement		☐ Transferred, Promoted or Demoted			_ op a	
☐ Worker's Compensation		☐ Termination			-	
Relief of Duty With	Pay	□ Extended Vacation Leave			Military Leav	ve .
		☐ Leave of Absence			Temporarily	Reassigned
	n):	_				
ective Date :						
ase Check All that A	pply:					
Photo I.D. Badge	□ Parl	king Passes	□ P-Cards	[□ Commun	ication Devices
Uniforms	□ Can	neras	☐ Tools	[□ Policy Manual	
Safety Equipment	□ Con	nputers	□ Software	[☐ Keys	
Other City Property I	Not Listed A	Above				
Access- Please List	All Areas c	of Security Access	3			
certify that all City of I	Houston iss	sued access/prope	erty has been returned to	a supervis	or/designee	within the
ivision/Department.						
mplovee		 Date		Employee Not Available		Date
Limployee				p.oy 00 . 1017 110		
Supervisor/Designee	Г	Date	 Assist	ant Director	 r	Date
	Worker's Compensation Relief of Duty With Other: (Please List reason ective Date: Pase Check All that A Photo I.D. Badge Uniforms Safety Equipment Other City Property I Access- Please List Certify that all City of I Division/Department.	Resignation/Retirement Worker's Compensation Relief of Duty With Pay Other: (Please List reason): Pase Check All that Apply: Photo I.D. Badge Park Uniforms Can Safety Equipment Con Other City Property Not Listed A Access- Please List All Areas of certify that all City of Houston issolivision/Department.	Resignation/Retirement	Resignation/Retirement	Resignation/Retirement	Ison for Retrieval: Resignation/Retirement Transferred, Promoted or Demoted Department (New Department (New Department (New Department)) Termination FMLA / ADA Relief of Duty With Pay Extended Vacation Leave Military Leav Other: Leave of Absence Temporarily (Please List reason): Descrive Date: Descrive Date: Descrive Date: Descrive Date Descrive Date

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



Employee #



Name:

DEPARTMENT OF PUBLIC WORKS & ENGINEERING PROPERTY ISSUE FORM

(Print or Type)	Issuance			
Description of Property	Identification Number*	Date of Issue	Name	Employee #
*(Fixed Asset Tag, serial number, or other r	number on item)			
I,	hat I am fully responsible signed property upon read to fully reir	erty and to use it only for the proper use a equest, transfer, lea nburse the city of H	y for activities related nd storage of the pro ave, etc. or employ ouston for any prop	I to conduct of city operty assigned to ment termination. erty, which is not
Signature of Employee	Employee ID	Number	 Date	