



Acknowledgement: Return and Care of City Equipment

I, *(Print Name)* _____, acknowledge that while I am working for City of Tulsa (City), I have been assigned City equipment listed below and am responsible for its care and safekeeping. I further understand that upon separation, or when requested by my supervisor, I must return the property in proper working order. I understand I may be held financially responsible for damaged property. The City has the right to deduct the value or replacement cost from wages. I understand that failure to return equipment may be considered theft and may lead to criminal prosecution by City. Additionally, if I no longer need any of the items, I will report this information to my supervisor. I agree to notify the City if any of the items are damaged, destroyed, or lost.

Date Issued:	City Property:	Asset No.:	Date Returned:	Received by:

Employee Name *(Print)*: _____

Employee Signature: _____ Date: _____