



PROPERTY INVENTORY FORM

Employee's Name _____

PROPERTY TYPE	DATE ISSUED	DATE COLLECTED & SIGNATURE OF PROPERTY AGENT	PROPERTY AGENT	SIGNATURE OF EMPLOYEE ACKNOWLEDGING RECEIPT OF PROPERTY
Credential				
ID Card			HR	
Access Card/Keys				
Gas Key			O&M-Senior Clerk	
Electronic Card Key			O&M-Admin Analyst	
Facility Key(s)			O&M-Admin Analyst	
			O&M-Admin Analyst	
			O&M-Admin Analyst	
			O&M-Admin Analyst	
			O&M-Admin Analyst	
Vehicle Key(s)			Supervisor	
Tools & Equipment				
1.			Supervisor	
2.			"	
3.			"	
4.			"	
5.			"	
Personal Gear				
Uniforms			Stores	
Rain Suit			Stores	
Hard Hat			Stores	
Jacket			Stores	
Communication Devices/Cameras				
Cell Phone			IS	
Lap Top Computer			IS	
Pager			IS	
Cameras				
Other				
Procurement Card			Purchasing Officer	

