



Archdiocese of Agaña

196 Cuesta San Ramon, Ste. B, ■ Hagåtña, GU 96910

Tel: (671)472-6116

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RETURN OF COMPANY ASSET FORM

Employee Name:

Employee No:

Department:

Designation:

The responsible immediate supervisor advised to attend to retain:

ACTION	YES	NO	NA
Keys - Main entrance			
Keys - Office Keys			
Keys - Drawers, Filing Cabinet			
Gas Card			
Cell phone			
Text Books/ Manuals			
Employee Hand Book			
Laptop and other computer equipment			
Petty Cash			
Cancel System Access			
Re-Route of Archdiocese assigned email address			
Other Company Property Assets :			
Other:			
Other:			

I, _____ hereby acknowledge that I have returned all company property/assets indicated in tick boxes to my immediate supervisor or his/ her designee.

EMPLOYEE SIGNATURE

DATE

I, _____ hereby confirm that I have received all company property/assets indicated in tick boxes.

IMMEDIATE SUPERVISOR or DESIGNEE

DATE