

COMPANY NAME

PAYROLL DEDUCTIONS

Items Entrusted To Employee

I understand that the company may entrust me with company-provided items when deemed necessary. These items may include cell phones, tools, equipment, vehicles, catalogs, credit cards, uniforms or any other items.

I agree that I will use these items in a proper manner and will not abuse them. I will return them to the company in the same condition I received them allowing for normal use.

Should I fail to do so, I agree to allow the company to deduct those items or the cost of their repair from my paycheck. Should I leave the company for any reason without returning such items or without resolving such damages, I agree to allow the company to deduct these items from any money due me.

ITEMS RECEIVED :	\$VALUE

Employee Signature

Date

Personnel File