

Company Property Inventory Sheet

<u>Issued</u>	<u>Inventory List</u>	<u>Returned</u>
<input type="checkbox"/>	Badge	<input type="checkbox"/>
<input type="checkbox"/>	Keys	<input type="checkbox"/>
<input type="checkbox"/>	Laptop	<input type="checkbox"/>
<input type="checkbox"/>	Cell Phone	<input type="checkbox"/>
<input type="checkbox"/>	Pager	<input type="checkbox"/>
<input type="checkbox"/>	Calling Card	<input type="checkbox"/>
<input type="checkbox"/>	American Express Corporate Card	<input type="checkbox"/>
<input type="checkbox"/>	American Express Procurement Card	<input type="checkbox"/>
<input type="checkbox"/>	Company Books, Binders, etc	<input type="checkbox"/>
<input type="checkbox"/>	Other equipment: (please list)	<input type="checkbox"/>
<input type="checkbox"/>	1. _____	<input type="checkbox"/>
<input type="checkbox"/>	2. _____	<input type="checkbox"/>
<input type="checkbox"/>	3. _____	<input type="checkbox"/>

Managers – PC should be turned in accordance with the PC Hard Disk Retention Process.

Passwords

Please list all passwords:

<u>Needed</u>	<u>Systems</u>	<u>Password</u>
<input type="checkbox"/>	Screen Saver	_____
<input type="checkbox"/>	Network	_____
<input type="checkbox"/>	Windows	_____
<input type="checkbox"/>	Others: (please list)	_____
<input type="checkbox"/>	1. _____	_____
<input type="checkbox"/>	2. _____	_____
<input type="checkbox"/>	3. _____	_____

Timesheets and Financial Obligations

<input type="checkbox"/>	Timesheets submitted	Exception Time:	_____
<input type="checkbox"/>	TEA's/MBE's Submitted	If not, when?	_____
<input type="checkbox"/>	AMEX Card Balance: \$_____	Date to Pay Off:	_____
<input type="checkbox"/>	Other Financial Obligations - List with Balance and Payoff Date	_____	_____

Comments:

I, _____, have returned all company property issued to me and provided all passwords to systems to which I have been given access. I have accurately submitted all time sheets, TEA's and MBE's or have arranged to do so. I have arranged reimbursement for all funds owed by me to the company.

Employee Signature	Date
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Manager Signature/Human Resources	Date
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RETURN THIS FORM TO: Siemens Enterprise Communications
Human Resources, 5500 Broken Sound Blvd, Boca Raton, FL 33487