



**Acknowledgement: Return and Care of City Equipment**

I, \_\_\_\_\_, acknowledge that while I am working for City of Tulsa (City),

(Print Name)

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.

<b>Date Issued</b>	<b>City Property</b>	<b>Asset No</b>	<b>Date Returned</b>	<b>Received By</b>

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date