

## CITY OF PETALUMA HUMAN RESOURCES City Equipment Issued/Returned

I. NEW HIRE – initiated in Human Resources and forwarded to home department	
Employee Name	Date of Hire
Employee # and Classification	Department
The employee has been issued property in good condition (check those	se that are applicable)
<ul> <li>☐ Keys</li> <li>☐ Card/Badges</li> <li>☐ Cell Phone</li> <li>☐ Pager</li> <li>☐ Tools/Machinery</li> <li>☐ Confidential materials</li> <li>☐ Other</li> </ul>	Credit card Lap top Clothing
Employee Signature	Date
Director/Manager Signature	Effective Date
II. SEPARATED EMPLOYEE - to be completed in home departm	ent and forwarded to Human Resources
Employee Name	Effective Separation Date
The employee has returned property in good condition (check those that are applicable)	
<ul> <li>☐ Keys</li> <li>☐ Card/Badges</li> <li>☐ Cell Phone</li> <li>☐ Pager</li> <li>☐ Tools/Machinery</li> <li>☐ Confidential materials</li> <li>☐ Other</li> </ul>	☐ Credit card ☐ Lap top ☐ Clothing
The employee has attached a statement with an explanation for not returning the following articles:	
Final time sheet received: Yes No No Address change?	
Director/Manager Signature	Date