



## CITY OF ROSWELL PROPERTY RECEIPT AND ACKNOWLEDGEMENT

The City of Roswell may supply uniforms, equipment, etc. to employees of certain positions requiring these items. If you are provided any such items, it is your responsibility to return all issued items to the City upon your termination of employment. (*allowing for reasonable wear and tear*) These items are to be used only in the performance of your duties as an employee for the City of Roswell. Your final pay check, including direct deposits, will be held until such time all issued items are returned in satisfactory condition.

Clothing is not to be altered in anyway. City logos, identification, when applicable, must be easily viewed. Uniforms should always be neat and clean. If you have any damaged items, please report them to your supervisor for replacement/correction.

ITEM	SIZE	QUANTITY
Shirt(s)		
Pant(s)		
Work Boots		
Jacket(s)		
Belt(s)		
Back Support Device		
Eye Protection		
Cap(s)		
Computer		
Keys		
Cell Phone		
Two-way Radio		
Pager		
Procurement Card		
Employee ID Badge		
Building Access Card		
City Vehicle		

I have read and understand the above policy and procedures:

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name of Employee