

**Klamath County Human Resources
PROPERTY CONTROL & IN/OUT PROCESSING CHECKLIST**

Full Name _____

Job Title _____ Department _____

Property Control – Please detail all County property issued to the above employee

Item(s)	Date Issued	Date Returned	N/A
All Keys or Keycards			
Parking Space Assigned # _____			
Snow(shoe) Chains Size _____			
County ID Card			
Cell Phone/Pager			
Klamath County Credit Card(s)			
Uniform or Clothing			
Other Property – Specify _____			

By signing below I acknowledge receipt of the above detailed Klamath County property and agree to return all such property in satisfactory condition upon termination of employment, or alternately pay for any replacement costs from my final paycheck.

Employee's Signature _____ Date _____

HR Representative: _____ Date: _____