

ACKNOWLEDGMENT OF RECEIPT OF EQUIPMENT/SUPPLIES

I am an employee of Montgomery County and acknowledge receipt of the following equipment/supplies owned by Montgomery County for use in my job. I understand and agree that upon my termination of employment with Montgomery County, for whatever reason, if I do not return said equipment to my supervisor in an acceptable condition (allowing for normal wear and tear) prior to the issuance of my final paycheck, it will be my responsibility to reimburse the County the cost of said equipment/supplies which will be deducted from my final paycheck, if possible, or be due from me personally if my final check is less than the amount due, and I authorize said deduction and accept said liability. I also understand and agree that if the stated equipment/supplies are lost or damaged prior to my date of termination their cost may be deducted from my paycheck.

Equipment _____ Cost _____

Equipment _____ Cost _____

Equipment _____ Cost _____

I further agree that this policy applies to any telephone charges that are not related to County business that are incurred by me on County equipment.

Dated this _____ day of _____, 20____.

Signature

Printed Name

Department