



COMPANY PROPERTY DISTRIBUTION FORM

Staff members will be assigned company property to use during employment with Lourenco Backhoe, Inc. Staff members are responsible for the care of company property while it is in their possession. Company property will be If company property is lost or stolen during the time of employment, applicable replacement fees payable by cash or money order will be charged to the employee. Company property must be returned by the employee prior to issuance of the employee's final paycheck. If company property is not returned, a replacement fee will be deducted from the employee's last paycheck.

Date:

The following have been assigned:

- | | | | |
|----------|------------------------------|----------|--------------------------|
| # | | # | |
| ___ | Tractor Keys (\$20.00 each) | ___ | Fuel Cans (\$50.00 each) |
| ___ | Semi Keys (\$20.00 each) | ___ | Fuel Card (\$10.00 each) |
| ___ | Ticket Book (\$25.00 each) | ___ | _____ |
| ___ | Receipt Pouch (\$10.00 each) | ___ | _____ |

The above company property has been assigned to the following employee.

Print Employee's Name

Employee's Signature

Date Rec'd

Supervisor's Signature

Termination Date:

The following have been returned:

- | | | | |
|----------|------------------------------|----------|--------------------------|
| # | | # | |
| ___ | Tractor Keys (\$20.00 each) | ___ | Fuel Cans (\$50.00 each) |
| ___ | Semi Keys (\$20.00 each) | ___ | Fuel Card (\$10.00 each) |
| ___ | Ticket Book (\$25.00 each) | ___ | _____ |
| ___ | Receipt Pouch (\$10.00 each) | ___ | _____ |

The above company property has been returned.

Print Employee's Name

Employee's Signature

Date Rec'd

Supervisor's Signature