



EMPLOYEE CHECK-OUT LIST

Employee's Name: _____ Employee Number: _____

Department: _____

CITY PROPERTY RETURN

City ID	Keys	Lock	Access Card	Wi-Fi Card	P-Card	Parking Permit
Uniforms	Shirts	Pants	Raincoat	Rain boots	Boots	Shoes
Gloves	Tools	Laptop	iPad	Portable Radio	Phone	Fuel Key

Other: _____

Property Missing (if any): _____

I understand as per the Wage Deduction Authorization Agreement implemented on March 28, 2017 if any items are missing, it will be deducted from my final paycheck.

Employee signature: _____ Date: _____

I verify that employee has turned in any and all City of Brownsville property.

Employee pending return of items listed above

Director's Signature

Date