



Grand County's Receipt for County Property

RECEIPT FOR COUNTY PROPERTY

To be completed by **ALL** employees upon employment
or otherwise receiving County owned property

Receiving Employee Name:
(Please Print)

Department:

ITEMS:

TO BE FILLED OUT
UPON RETURN
OF PROPERTY

ISSUE DATE	ITEM	DESCRIPTION, OR ID / ACCT NUMBER	EMPLOYEE INITIAL		DATE RETURNED	RECEIVED BY: INITIAL

As of _____, I will not be receiving any company property. If this should change at any time during my employment, I agree to complete a new form stating any changes.

Receiving Employee Signature: _____ Date: _____

Issuing Employee Signature: _____ Department: _____

Issuing Employee Printed name: _____

Return to Employee Signature: _____ Department: _____

Return to Employee Printed name: _____