



<b>Policy Name:</b>	<b>Distribution of GNB Property</b>	<b>Date Revised:</b>	<b>9/2017</b>
<b>Purpose:</b>	<b>Guidelines for Distributing and Collecting GNB Property</b>	<b>Board Approval:</b>	<b>9/2017</b>

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Greater New Beginnings Youth Services, Inc. will issue company property to staff respective to their position. As such, all property must be maintained and in the possession of the GNB staff member. Property is not transferable and all property loss, damaged or stolen must be reported to the Executive Director at once.

Upon termination of your employment at GNB, you are required to return all such property.



## Distribution and Collection of Property

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Keys Qty: \_\_\_\_\_ Location 1: \_\_\_\_\_ Location 2: \_\_\_\_\_ Other: \_\_\_\_\_

Date of Distribution: \_\_\_\_\_ Date of Collection: \_\_\_\_\_

Laptop/Computer (Circle One) Qty: \_\_\_\_\_ Model: \_\_\_\_\_

Date of Distribution: \_\_\_\_\_ Date of Collection: \_\_\_\_\_

Other: \_\_\_\_\_

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Date of Distribution: \_\_\_\_\_ Date of Collection: \_\_\_\_\_

I, \_\_\_\_\_ acknowledge receipt of the above items. I will maintain all possessions to my best ability and will not distribute to any other staff member for usage. I understand I must report loss, stolen and damaged equipment as soon as possible to the Executive Director to mitigate any possible risk.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_