

Wood County Employee Issued Equipment and Clothing Checklist

Wood County provides the following equipment in order to assist you in the performance of your job duties. Refer to the Employee Handbook for information regarding the Use of County Property and other applicable policies. Wood County provides reimbursement for outerwear for eligible employees. All equipment shall be returned by the employee to Wood County and collected during the employee's exit interview. Outerwear, excluding boots, must be returned at separation of employment.

Use the back of this form to report condition of items issued and returned.

Employee Name _____ Issuing Department _____

Key/Fob Number	Building/Vehicle	Date Issued	Date Returned	Employee's Initials	Supervisor's Initials

Cell Phone, Pager, Etc.	Number	Date Issued	Date Returned	Employee's Initials	Supervisor's Initials

Uniforms	# Issued	Date Issued	# Returned	Date Returned	Employee's Initials	Supervisor's Initials
Shirts						
Pants						

Miscellaneous Items Issued (Credit Cards, etc.)	Date Issued	Date Returned	Employee's Initials	Supervisor's Initials

Copy to personnel file upon separation.

