

CITY OF NEW ORLEANS PROPERTY ISSUANCE/ RETURN FORM

EMPLOYEE NAME: _____

ORG # _____

DEPARTMENT: _____

DIVISION _____

*Please initial after each assigned item.

ITEM	QTY	ID NUMBER (S)	DATE ISSUED	DATE RETURNED	NOTES
1. Identification Badge (Commissioned Officer)					
2. Badges (Inspection Badges/Other Field Badges)					
3. Parking Access Card					
4. Parking Decal/Tag					
5. City Vehicle (Dash-Mounted)					
6. Emergency Response Lights/Sirens					
7. Fuel Card					
8. Keys/Building Access Cards					
Office					
Vehicle					
Desk/File Cabinets					
9. Blackberry/PDA					
10. Cellular Phone (Specify Model #:_____)					
11. Cellular Phone Accessories (Specify:_____)					
12. Two-Way Radio/Other Radio Device (Specify Model:_____)					
13. Laptop Computer (Specify Model:_____)					
14. Audio/Video Recording Equipment					
15. Chargers/Accessories for Electronic Equipment					

Attachment A

16. Safety Goggles					
17. Safety Belts					
18. Other Safety Equipment Specify					
19. Tools, Tool Belts					
20. City-Provided Weapons (Specify: _____)					
21. City-Provided Uniforms					
22. City-Provided Fire/Police Gear (Specify Model: _____)					
23. Other Property (Specify)					

In accordance with CAO Policy Memorandum No. 109 (R), it is my responsibility to carefully handle and appropriately utilize all property issued to me during the course of employment and to surrender all such property to my appointing department upon termination from service. Property that is not specifically issued to me shall not be removed from work premises except as needed to conduct City business. I understand that the City of New Orleans may seek reimbursement from an active or terminating employee for the value of any property damaged or lost due to an employee's personal neglect.

Employee Signature/ Date

Issuer Signature/ Date