



**COMPANY CELL PHONE/ELECTRONICS/KEYS REQUISITION FORM
SMG – DENVER**

I understand that by signing this form I accept responsibility for the Company cell phone/electronics/keys issued to me. I understand that I am required to adhere to SMG/CCC technology protocol and policies, including Company Property, Email, SMG End User Computing, and Use of Technology, and that I am responsible for the standard upkeep in good condition of all items. I understand that replacement of lost or damaged items during employment may be my responsibility. Multiple Requisition Forms may be on file for me, dependent on item upgrade/reissue etc. I also understand that at the conclusion of my employment, I must return all electronics issued to me. Failure to return all items will result in replacement cost deduction from my final paycheck.

#	Item - description	In	Out	Not Applicable	Employee Initials
	Company ID Badge/Keys – <i>please list</i>				
	Company Phone – iPhone with charger				
	Phone Accessory - case				
	Phone Accessory - case clip				
	Company Computer – Surface				
	Computer Accessory – Surface stylus				
	Computer Accessory – Surface detachable keyboard				
	Company Computer- iPad				
	Computer Accessory - case				
	Computer Accessory – wireless mouse				
	Computer Accessory – desktop keyboard				
	Company Radio				
	Radio Accessory - charger				
	Radio Accessory – spare battery				
	Other – <i>please list:</i>				

Signature/Director/ Manager/ Designee **(Completed Form MUST be submitted to HR)**

Date

In the event I do not return all cell phone/electronic equipment/keys issued to me upon request by the Company, I give Colorado Convention Center/SMG authorization to deduct the value of the electronic goods not returned to the Company. I understand that I have until 4:30pm Friday of the week of the request by the Company to return company issued items or my check will be deducted for goods.

Employee **Signature** and Date

Employee **Printed** Name

Employee Department

Human Resources Department 04 2017