



## Receipt for uniform and property

Employee name:

Items issued by:

Date Issued on:

Quantity	Description	Unit Value Each (\$)
	Shirt Female	\$50
	Shirt Male	\$50
	Jacket Female	\$70
	Jacket Male	\$70
	Jumper Female	\$60
	Jumper Male	\$60
	Cardigan Female	\$60
	Cardigan Male	\$60

I acknowledge that I have received the items listed above. I understand that I am required to return the items in good condition, subject to fair wear and tear.

I authorise the business to withhold the value of these items from my wages if they are lost and or damaged beyond reasonable wear and tear.

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of manager/supervisor:

Signature of manager/supervisor: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLEASE KEEP A COPY / PHOTO OF THIS FORM FOR YOUR RECORDS