|  |
| --- |
| Employee Name: |
| Manager Name: |
| Date: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Description  (Examples: desk chair, table, etc.) | | Quantity | Loaned or Transferred |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

Manager approval:

**Manager signature or email indicating approval is required before removing any items from AGC Biologics property from the Seattle site. All items removed from the site must be verified by Security before leaving the property.**

**Items loaned to employees must be returned upon notice from the manager or prior to last day of employment. Items transferred become property of the employee and do not need to be returned.**