Charles Sturt Campus Services Limited
ABN 37 063 446 864
Registered Office:
Division of Finance, Building 8
Charles Sturt University
Wagga Wagga NSW 2678

RECEIPT ACKNOWLEDGEMENT FORM

I _____ (Insert worker name) have been issued with the items listed below and where applicable agree to follow the rules, responsibilities, policies and guidelines related to the items. I will treat the item with care and where applicable return the item at the end of my employment with CSCS.

ITEM ISSUED	DATE ISSUED	EMPLOYEE SIGNATURE	DATE RETURNED	COMMENTS

NOTES FOR MANAGEMENT

- Keep original copy in personnel file and use every time an item is issued
- Ensure employee reads and understands related policies to items issued and signs to acknowledge this on the Document Agreement Form
- Record all details of items in the HR Database when item is issued and when it is returned at exit interview. If it doesn't need to be returned record this in the comments field on this form and in HR Database.

Printed hard copies of this document are uncontrolled. For the current version, please refer to the CSCS web site.