# RECEIPT FOR CLOTHING AND EQUIPMENT

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

**Disclaimer**

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# RECIEPT FOR CLOTHING AND EQUIPMENT

**Employees Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name:** |  | **Surname:** |  |
| **Employee no:** |  | **Department:** |  |
| **Position:** |  |

 **Uniforms or Property Issued/Brought:**

|  |  |
| --- | --- |
| **Date items issued:** |  |

|  |  |  |
| --- | --- | --- |
| Description | Quantity | Value: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I acknowledge that I have received these items and/ or tools and am aware I have to return the items in a good condition. I am aware and agree that the value of the items will be deducted from my wage if they are not returned as stated in **[Insert Clause]** of the **[Insert Award/Agreement]**.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of employee: |  | Date: |  |
| Signature of Manager: |  | Date: |  |