



1790 E. Packard Hwy.  
Charlotte, Michigan 48813  
517-543-5500 \* Fax - 517-543-6633

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### **Equipment Retention and Return Agreement**

If during the course of employment at Eaton Regional Education Service Agency, (hereafter, Eaton RESA) I misplace or lose an item checked out to my possession, I understand I will be financially responsible for value of said item. Before a replacement is issued in my name, I understand the value of the lost or misplaced item may be deducted from my payroll check.

Upon termination of my employment with Eaton RESA, I agree to promptly return any property of Eaton RESA, which was issued to me during the course of my employment. I will return all such property to the business office prior to my last date of employment.

Failure to comply with this provision will result in the deduction of the value of withheld property from any payment then due and owing to me, under this Agreement until such property is returned. Eaton RESA reserves the right to take appropriate legal action against me in the event of a breach of this provision.

I have read and understand that the value of any Eaton RESA property not returned to Eaton RESA upon termination of my employment with Eaton RESA will be withheld from any final payment owed to me by Eaton RESA.

Similarly, I understand that the value of any item misplaced while in my possession during the course of my employment with Eaton RESA shall be deducted from my payroll.

By signing this document I acknowledge and understand this policy.

Employee Signature:

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Employee Printed Name:

\_\_\_\_\_

Date:

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