EMPLOYEE ISSUE AGREEMENT

Date	Quantity/Item/Description	Value
	Total:	

I, _____ agree that the above items have been issued to me on the date listed as per evidence of my signature below. I acknowledge that these items are the property of On Trac, Inc. and are to be used only in the conducting of business for On Trac, Inc. I also acknowledge the estimated value of each item as noted above. I agree to maintain, to the best of my ability, each of the items listed here. I fully understand and agree that should these items be damaged, lost or stolen while under my care that I will be responsible for the cost of repairing or replacing these items. I understand and agree that should I no longer be performing work for On Trac, Inc., for any reason, I am to return these items to On Trac, Inc. in good condition, normal wear expected. Should I return these items in poor condition, I agree to reimburse On Trac, Inc. the entire value of each item through invoice deduction or by other means agreed to by On Trac, Inc.

_____

EMPLOYEE SIGNATURE

_____

PROJECT MANAGER OR CORPORATE SIGNATURE