

EMPLOYEE TOOL REQUEST

To:

MARISCO SOUTH LTD
Unit 5 West Howe Ind Estate
Elliott Road
Bournemouth
BH11 8JS

Date

Tool:					
Description:					
Quantity:		Price:		Supplier:	

Tool:					
Description:					
Quantity:		Price:		Supplier:	

Tool:					
Description:					
Quantity:		Price:		Supplier:	

Marisco will provide their employees with tools that will allow them to complete the work we ask of them.

The purpose of this form is to allow staff to request the tools they need.

The tool(s) supplied under this request will be added to the employee's tool stock inventory.

Should employment end, the employee must return the stock of tools entered in his or her inventory.

Marisco reserves the right to charge the employee a reasonable sum and deduct it from their salary for lost, unaccounted for, or carelessly broken tools.

It is the responsibility of each employee to manage their tool inventory. If they lend a tool to another employee they are responsible for ensuring the office inventory for both parties are updated.

By signing this request, you accept the tool(s) will be provided under the above conditions.