

Ashfield District Council
Personal Tool Inventory Proforma

Name _____

Date _____

Section _____

Trade _____

Make	Model	Serial Number	Cost	Proof of Purchase Available

I, the undersigned, confirm the abovementioned items are my personal equipment used for the undertaking of my duties. I acknowledge receipt of the 'Personal Tool Claim Procedure' and agree to abide by the terms of the procedure.

Signed _____
(Employee)

Counter Signed _____
(Team Leader)