



Property Distribution Form

If necessary, TLLC staff may be issued property of TLLC to be used at home for job performance. Examples of such equipment include, but are not limited to: laptop, software, telephone equipment, and cameras.

Congregation members may borrow TLLC property for offsite church events. All requests shall be coordinated through a TLLC staff member and approved the Executive Director.

Borrower: _____

Staff Member Issuing Property: _____

Property Issued: _____

Date of Issuance: _____

Borrower's
Signature _____ **Date** _____

Expected Return Date _____

DATE OF RETURN:

Signature of Staff Member Accepting Returned Property:

Date _____