



Personal Property Inventory Form

Instruction: Complete the below form and email to Enterprise Management Resources (EMR) at ManagementResources@ebay.com.

Employee Information

Name: _____
Date: _____
Badge/ID Number: _____
Department: _____
Desk Location/Space ID: _____
Personal email address: _____

Provide your complete home address for eBay to ship your belongings:

Please list your personal items remaining at your desk. Provide identifiable details as appropriate.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

9) _____

10) _____

If you have received anything that is identified as property not belonging to you, please contact EMR at ManagementResources@ebay.com for support.

Individual Conducting Inventory:

Name (Print)

1. _____ Signature _____

2. _____ Signature _____

Photos Taken: Yes No (Circle one)

Note: Insert jpg file in each cell below:

Tracking Number: -----

Date Shipped: -----