



ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

**State Property
Department of Central Management Services**

In accordance with Department of Central Management Services Policy Manual, Chapter 2, Section 13, I understand that I am liable for returning all state property that is issued to me during my services with Central Management Services. Upon final return of all state property, my final paycheck will be released on the appropriate pay period. I understand that I may be financially responsible for lost or unreturned property.

Print Name

Bureau/Division

Signature

Date

cc: Personnel File