



Station # _____

Uniform Agreement

I, _____, employee of Ports Petroleum Company, Inc. acknowledge that I have received a uniform consisting of _____ shirts in size _____.

I acknowledge that this uniform is in good condition and is the property of Ports Petroleum Company, Inc. I further understand that if I voluntarily resign or if I am dismissed from my job, I will return the uniform shirts in good condition (normal wear and tear accepted) 5 days before receiving my final paycheck.

I understand it is my responsibility to return the uniform shirts. If I do not return the uniform shirts upon separation from the company my signature authorizes a payroll deduction of \$25.00 per shirt.

Employee Signature

Date

Manager Signature

Date

This form must be signed when the employee receives his/her uniforms and scanned to the corporate office/payroll department.