

	INFORMATION TECHNOLOGY ASSET ACCOUNTABILITY FORM	Series No: _____	Document No: VMC-FMIT-01
		Date Effective: _____	April 15, 2025
Department:	IT Department	Page No.: _____	1 of 1

The following information will be used by our company to load your company information into our computer systems.
Please fill all the fields below.

DEPARTMENT/BRANCH:		Transaction Type: <input type="checkbox"/> New Asset <input type="checkbox"/> Asset Transfers <input type="checkbox"/> Asset Disposal <input type="checkbox"/> Asset Retirement		
DATE PREPARED:				
For New Asset		For Asset Transfer		
Custodian/Department Assigned		From (Custodian/Store Loc):	To (Custodian/Store Loc):	
PURPOSE:		PURPOSE:		
ITEM NAME/MODEL	DESCRIPTION	SERIAL NUMBER	ASSET TAG	CONDITION TYPE (NEW/USED)

Acknowledgement of Responsibility:
 I, the undersigned, acknowledge and accept responsibility for the IT assets listed above that have been issued to me by the Vismotor Corporation IT Department. I understand that these assets are provided for work-related purposes and must be maintained according to company policies. I further understand and agree to the following:
 1. I have inspected the IT assets at the time of issuance and confirm that they are in working condition and free from visible physical damage or defects, other than what is noted in the asset issuance documentation.
 2. I understand that any damage to the IT assets caused by misuse, neglect, accident, or external factors (e.g., liquid spills, drops, insect damage, or exposure to extreme environmental conditions) is my responsibility. I agree to cover the costs of repair or replacement for such damage.
 3. I understand that insect damage, such as chewing or infestation on keyboards, cables, or any other components, will be considered physical damage and is my responsibility to prevent.

FOR NEW ASSET			
Prepared by:	Tagged by	Noted by:	Received by:
IT Personnel Signature over Printed Name	Inventory and Fixed Assets Signature over Printed Name	IT Manager Signature over Printed Name	Custodian Signature over Printed Name

FOR ASSET TRANSFER/DISPOSAL/RETIREMENT			
Endorsed by:	Received by:	Updated by:	Noted by:
Existing Custodian Signature over Printed Name	New Custodian Signature over Printed Name	Inventory and Fixed Assets Signature over Printed Name	IT Manager Signature over Printed Name

Copy Distribution: Inventory and Fixed Asset | IT Department | Asset Custodian | HR Department