**ASSET ACCOUNTABILITY FORM**

**Please complete the following form upon receipt of any company equipment. A copy of this form will be kept in your personal file.**

**NEW ISSUE: {newIssueNewBoxBlack}{newIssueNewBoxRed} NEWLY PURCHASED {newIssueStockBoxBlack} {newIssueStockBoxRed} STOCK**

**WORK FROM HOME/BORROWED: {wfhNewBoxBlack}{wfhNewBoxRed} NEWLY PURCHASED {wfhStockBoxBlack} {wfhStockBoxRed} STOCK**

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| --- | --- | --- | --- |
| **NAME:** | {name} | **DEPARTMENT/CLIENT:** | {department} |
| **DATE HIRED:** | {dateHired} | **POSITION:** | {position} |

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| --- | --- | --- | --- | --- | --- |
| **DATE** | **DESCRIPTION** | **BRAND** | **SERIAL NUMBER** | **CONDITION** | **REMARKS** |
| {#devices}{assignmentDate} | {deviceType} | {brand} | {deviceTag} | {condition} | {remarks}{/devices} |
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