**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**



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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **DESCRIPTION** | **BRAND** | **SERIAL NUMBER** | **CONDITION** | **REMARKS** |
| {#devices}{assignmentDate} | {deviceType} | {brand} | {deviceTag} | {condition} | {remarks}{/devices} |
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**By Signing this Form, I agree to the following:**

I am accountable for the equipment entrusted to me, and I will use it in the manner intended; I am expected to exercise due care in my use of this property; I will be responsible for any damage done; I will return the item(s) issued to me in proper working order); I will replace any items issued to me that are damaged, lost or stolen at my expense; I authorized a payroll deduction to cover the replacement cost of any items issued to me that is not returned for whatever reason, or is not returned in good working order. When I no longer need one or more of the items, I will return it/them immediately to the company. For work from home set up, I’m responsible for bringing the equipment to the office if it needs to be repaired.

|  |  |
| --- | --- |
| **ISSUER NAME:** | John Albert Lago |
| **ISSUER SIGNATURE:** |  |
| **EMPLOYEE NAME:** | {name} |
| Checkmark with solid fillCheckmark with solid fill**EMPLOYEE SIGNATURE:** |  |