**ASSET ACCOUNTABILITY FORM**

**Please complete the following form upon return of any company equipment. A copy of this form will be kept in your personal file and used to monitor the return of any equipment should you leave the company.**

**RETURN TO STOCK ROOM**

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

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