



WWW.ASA.EDU

AGREEMENT FOR ASSIGNMENT OF ASA COLLEGE EQUIPMENT

EMPLOYEE INFORMATION:

Employee #: _____

NAME (Last, First): _____

DEPARTMENT: _____ JOB TITLE: _____

WORK PHONE #: _____ HOME PHONE #: _____

CELL PHONE #: _____

You have been assigned ASA College (College)-owned equipment (listed below) to complete your job duties and, accordingly, you are temporarily assuming responsibility for the item(s).

The College is deeply concerned with safety in the workplace. If you are unsure of the proper and safe way to use any piece of equipment, you must contact your supervisor immediately. You should never use any piece of equipment in a way that you know or suspect may be unsafe. Likewise, you should immediately report any problems or damage to, or resulting from, a College piece of equipment as well as any theft of the equipment.

You should take reasonable precautions to protect the equipment and comply with any applicable College policy regarding use of the equipment. You also should not use College equipment for non-work related tasks, or allow non-employees to use the equipment. When the task has been completed for which the equipment was needed, you must promptly return it.

Failure to return or properly account (by, for instance, explaining the reasonable precautions that were taken) for equipment belonging to The ASA College will result in, among other things, deductions from your pay.

Specifically, the value of the equipment will be deducted from your next paycheck after you have been requested to return the equipment. At no time, however, will deductions be made that reduce your pay to a level below the minimum wage. If this problem arises, the deductions will be evenly spaced out over as many paychecks as are needed to ensure you are paid the minimum wage. If your employment with the College ends before the cost of the equipment has been recovered from your pay, the remaining (or, if applicable, the entire) value of the equipment will be deducted from any accrued vacation or other paid benefits that are typically paid out upon separation of employment. The College may also pursue other legal and criminal remedies if warranted.

I, _____ (print name)

acknowledge the foregoing terms of using College owned equipment and agree to abide by its terms.

Employee Signature (Required)

Date (MM/DD/YYYY)

Supervisor/Coordinator Signature (Required)

Date (MM/DD/YYYY)

Vice President/Manager Signature (Required)

Date (MM/DD/YYYY)

EQUIPMENT ISSUED:

Equipment Description	Model #	Serial #	Date Received	Employee Initials	Date Returned	Employee Initials	Equipment Inspected	Supervisor's Initials

Note: • These items must be logged by supervisor before going off campus

- A copy of this form must be kept on file within the department and HR. HR department must be immediately notified of employee's resignation or termination so that payroll account deductions may be made.

INSTRUCTIONS:

- This form is to be used to document assignment to an employee of any mobile equipment which could be reasonably expected to be used off-site, including, but not limited to, such items as cell phones, laptop computers or PDA's.
- It is also used to document assignment of any other equipment physically taken off-site from or received away from College premises or for home use, to include such items as electronics, audio-visual, research or other equipment.
- This is intended to cover any and all off-site possession of such items irrespective the amount of time the item remains away from College property, i.e., short-term as well as long-term assignments.
- This form must be used for all items of this nature purchased by College or received by the College as gifts, irrespective of dollar amount.
- All capital items are tracked in the Asset Management System and must be accounted for in the annual or biannual equipment physical audits. Both capital items and any non-capital items which the organization elects to track in the Asset Management System must be accounted for in the annual Physical Inventory and Equipment Review self-audit certification. Any items which are not tracked in the Asset Management System must be inventoried separately by the department and are not within the scope of the Office of Asset Management physical audits or self-audit reporting.
- Any department entering into an agreement for off-site items is required to retain a copy of this form in their files for each item.
- Upon return of the assigned item, a representative of the business unit is responsible to ensure the equipment has been returned in satisfactory condition, and to document such return via employee's and coordinator's initials on the applicable form.
- Upon resignation or termination of employment a request for return of all equipment must be made to the employee by the department. A "Sample Demand Letter" for this purpose is included as part of the form.
- Upon resignation or termination of employment a copy of this form must be provided to HR immediately for any items unreturned or not returned in proper condition so that payroll account deductions can be made if necessary.

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