

# Asset Acknowledgement Form

25 July 2017

## Asset Acknowledgment Form - DigitLab

This form is an acknowledgement for DigitLab (DL) equipment used by Employees (and others as it applies).

<b>Name (Last, First, Middle Initial):</b>		
<b>Title:</b>		
<b>Address:</b>		
<b>Contact Phone Number (Home / Cell):</b>		
<b>eMail:</b>		
<b>Remote Employee:</b>	<b>Yes</b>	<b>No</b>
<b>DL Direct Manager Name:</b>		
<b>Contact Phone Number:</b>		
<b>ASSETS ASSIGNED</b>		<b>VALUE:</b>
<b>Computer Type (Laptop/PC):</b>		
<b>Computer Serial Number:</b>		
<b>Monitor Type:</b>		
<b>Monitor Serial Number:</b>		
<b>Mouse/Keyboard Info:</b>		
<b>Phone &amp; Headset Info:</b>		
<b>Other Equipment:</b>		
<b>Other Equipment:</b>		

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<b>Additional Comments:</b>	
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I, \_\_\_\_\_, understand the guidelines and policies for DL equipment use. I will only be using DL assets for business purposes only. Upon my separation of employment with DL (whether voluntary or involuntary), I will return all above mentioned assets within 24 hours. I acknowledge that, failure to return the above noted assets will result in the noted value being deducted from my last paycheck. Should final paycheck not cover expenses, DL retains the right to file for reimbursement through court proceedings.

**Employee Acknowledgement:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Employee Direct Manager Acknowledgement:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Digit Lab Digital Strategy (Pty) Ltd

Company Registration: 2013/030387/07 | Directors: MA Saunders, & SK Gardner  
1<sup>st</sup> Floor, The Atrium Lifestyle Centre, 10 Old Main Road, Gillitts, 3610

[www.digitlab.co.za](http://www.digitlab.co.za)