



Employee Assigned Asset Tracking

DEPARTMENT RESPONSIBILITY: This form should be used to document the assets and system access rights that are assigned to an employee for authorized business use. The form is maintained in the employee's HR-department personnel file. The HR department should review the form with the employee at the beginning of employment and regularly update the information as items are added/removed.

INDIVIDUAL RESPONSIBILITY: Individuals are responsible for protecting company assets and are subject to disciplinary action (including possible termination of employment) and financial liability (including deduction from pay and/or accrued final leave payout) for the replacement value of assets due to loss of, damage to, or failure to account for and return, the assets. The individual should write initial & date each transaction and keep a copy for their records. The individual must account for and return assets immediately upon request by the department -- or upon separation from employment and prior to final payout -- whichever occurs first.

AT SEPARATION/TRANSFER FROM EMPLOYMENT: This Asset Tracking Form should be updated to show the return of assets along with the companion document, the Separation or the Transfer Checklist available in HR and Admin Department. Once completed, the department should submit a copy of the Checklist to Human Resources prior to the payroll cutoff date for the individual's final paycheck.

Employee Name: ANTHONY GATHOGO WAMBUGU	STAFF ID:
Department: IT	

EQUIPMENT & MATERIALS

Information Technology and Telecommunications							
Item (E.g. desktop, laptop, tablet, cell phone, printer etc.)	Description E.g. (Desktop-E6O8OF2)	Authorized for office/Home use?	Received by Employee (Initials)	Date Received	Returned To Dept. Rep (Initials)	Date Returned	Current Location
Laptop	HP EliteBook 840 G4	Both	A.G.W	4/4/2022			Nairobi

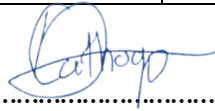
KEY & CARD ACCESS

Description of Building/Room/Suite #/Item (e.g. desk, vehicle, locker)	Identity Type	Received by Employee (Initials)	Date Received	Returned To Dept. Rep (Initials)	Date Returned

SYSTEMS ACCESS

Description/Access Level (E.g. Hela dashboard System, Financials systems, Customer care system (CRM. 3CX), etc.)	Access Set Up By (Dept. Rep Initials)	Date Requested	Access Terminated By Dept. Rep (Initials)	Access Terminated On (Date)
Hela Dashboard/Dev	D.N	10/4/2022		
Zoho/User	P.O	06/4/2022		
3CX/User	P.O	06/4/2022		
Many Chats/User	P.O	06/4/2022		
Remote Serve/Admin	F.X	11/4/2022		

Employee Signature:.....



Date: 22/4/2022.....