

COMPANY ASSETS & ACCESS ISSUANCE FORM

EMPLOYEE'S NAME:

DESIGNATION:

IT EQUIPMENT

Description	Qty	Remarks
Laptop		Model: S/N:
Other Device: _____		Model: S/N:
Other Device: _____		Model: S/N:
Other Device: _____		Model: S/N:
Other Device: _____		Model: S/N:

SYSTEM ACCESS

Description	Access Rights
Email / MS Applications	<input type="checkbox"/> Admin / <input type="checkbox"/> User
Other Systems (specify below)	
JustLogIn	<input type="checkbox"/> Employee Rights
Xero	<input type="checkbox"/> Basic Access – Invoice Module
CRM	<input type="checkbox"/> Full Access
	<input type="checkbox"/> Read-only <input type="checkbox"/> Read/write <input type="checkbox"/> Full Access

I acknowledged that the above company assets and systems access have been issued to me in working conditions, and it is my responsibility to care for and use them in a responsible and secured manner in line with the company's acceptable use policy and rules. Upon my resignation/termination of service from the company, either voluntary or involuntary, I will return these items to the company, and have my access to the company's systems revoked.

EMPLOYEE SIGNATURE:

DATE: