

**Employee Asset Form**

Employee Name \_\_\_\_\_

Position Title \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

Asset List	Details
<input type="checkbox"/> Laptop/PC	
<input type="checkbox"/> Keys (Office Main Lock, Cabinets etc.)	
<input type="checkbox"/> Mobile/Phone Extension	
<input type="checkbox"/> Other: _____	

Employee Signature \_\_\_\_\_

Manager Signature \_\_\_\_\_

HR Manager Signature \_\_\_\_\_