

## 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 home-department personnel file. The home 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 University 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 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. All employees are subject to the policy on the misuse of state property.

**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 via the HR Forms website. 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:	Employee Campus ID
Home Department:	

### KEY & CARD ACCESS

Description of Item ( e.g : desk, vehicle, locker)	Received by Employee (Initials)	Date Received	Returned To Dept Rep (Initials)	Date Returned


**SYSTEMS ACCESS**

Description	Access Set Up By (Dept Rep Initials)	Date Requested	Access Terminated By Dept Rep (Initials)	Access Terminated On (Date)