

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

## SYSTEMS ACCESS

Description/Access Level (e.g. HR System, Financials, SIS, Moodle, PeopleAdmin, Compass membership, etc.)	Access Set Up By (Dept Rep Initials)	Date Requested	Access Terminated By Dept Rep (Initials)	Access Terminated On (Date)

# EQUIPMENT & MATERIALS

Information Technology and Telecommunications					
Description (e.g. desktop, laptop, tablet, cell phone, pager, radio, software, etc.) Include CAMS TAG# if Purchase Price \$5000+	Authorized for home business use?	Received by Employee (Initials)	Date Received	Returned To Dept Rep (Initials)	Date Returned
Transportation, Farm, Construction					
Description/Info (e.g. car, truck, van, tractor, backhoe, lawn mower, tools, etc.)	Authorized for home business use?	Received by Employee (Initials)	Date Received	Returned To Dept Rep (Initials)	Date Returned
	n/a				
	n/a				
	n/a				
	n/a				
	n/a				
Other Equipment/Materials					
Description/Info (e.g. library materials, bookstore previews, etc.)	Authorized for home business use?	Received by Employee (Initials)	Date Received	Returned To Dept Rep (Initials)	Date Returned

## ACCOUNT CARDS & PASSES

Description (e.g. P-Card, American Express, Phone Card, Parking/Gate Card, Copy Card, etc.)	Received by Employee (Initials)	Date Received	Returned To Dept Rep (Initials)	Date Returned

## UNIFORMS & PERSONAL PROTECTIVE EQUIPMENT

Item Description (e.g. shirts, pants, gloves, safety glasses, helmet, coveralls, etc.)	Received by Employee (Initials)	Date Returned	Returned To Dept Rep (Initials)	Date Returned

## RESEARCH, LABORATORY, CONTROLLED EQUIPMENT & MATERIALS\*

Description (e.g.. specimens, chemicals, lasers, radioactive material, biohazardous material, gas cylinders, etc.)	Acknowledged by employee (Initials)	At end of responsibility, materials have been properly handled & accounted for: Indicate as <i>labeled, transferred to authorized recipient, and/or disposed of.</i>	Accounted for by employee & Dept Rep (Initials)	Date Accounting Completed

**\*Contact Environmental Health & Safety if needed for proper handling of controlled materials at 919-515-7915.**