

PROPERTY ACCOUNTABILITY LIST

NAME OF EMPLOYEE/ FACULTY MEMBER	
COLLEGE / OFFICE / DEPARTMENT	
COST CENTER CODE	

DATE ISSUED	QTY	ITEM	TAG NUMBER	DESCRIPTION	REMARKS

This is to acknowledge that the above properties have been issued to me with the below mentioned understanding:

- all properties issued are solely for official business use;
- appropriate documents such as receiving report (for procured properties) or property movement report (for transferred properties) have been signed before taking possession of the above properties;
- in case of any malfunction, I am required to report the same to the Office of the Human Resources and Administrative Services or the Office for Information and Technology Services, for IT-related equipment;
- I may not take the properties for repair to any external vendor at any point of time;
- the above properties should be returned to the Office of the Human Resources and Administrative Services or the Office for Information and Technology Services, for IT-related equipment, in case of resignation;
- I shall be fully accountable for theft, loss or damage of the property;
- I shall be liable to replace or pay an equivalent amount to the Company in case of theft, loss or damage to the property. The Company retains the right to deduct the same from the salary in case of such an event.

I have read and understood the terms and conditions laid by and declare to abide by them.

PERSON ACCOUNTABLE
SIGNATURE OVER PRINTED NAME

ASSET MANAGEMENT ASST.
SIGNATURE OVER PRINTED NAME