

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 to 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: The Asset & System Tracking Form should be updated to show the return of assets (even if not initially completed when assets were assigned). Once finalized, the department should maintain a copy.

Employee Name: _____

Employee Campus ID: _____

Home Department: _____

Delete or add additional rows as needed.

KEY & ID CARD ACCESS

Description of Building/Room/Suite #/Item (e.g. door, desk, vehicle, locker) Resources: Security Applications Technologies (ID card access) Lock Shop/Building Key Representatives <small>For specific clearances associated with Select Agents and Specific Radiation Areas, contact Environmental Health and Safety for complete separation processing and documentation. 919-515-7915</small>	Received by Employee (Initials)	Date Received	Returned To or Deactivated By Dept Rep (Initials)	Date Returned or Deactivated

SYSTEMS ACCESS

Description (e.g. HR System, Financials, SIS, Moodle, PeopleAdmin, Advance, RADAR, Banking Institutions, etc.) Resources: System Access Removal Procedures System Access Request (SAR)	Access Set Up By (Dept Rep Initials)	Date Requested	Access terminated By (Dept Rep Initials)	Access Terminated On (Date)
Gmail				
Calendars				
Moodle				
Voicemail				

Description (e.g. HR System, Financials, SIS, Moodle, PeopleAdmin, Advance, RADAR, Banking Institutions, etc.) Resources: System Access Removal Procedures System Access Request (SAR)	Access Set Up By (Dept Rep Initials)	Date Requested	Access terminated By (Dept Rep Initials)	Access Terminated On (Date)
Description (e.g. HR System, Financials, SIS, Moodle, PeopleAdmin, Advance, RADAR, Banking Institutions, etc.) Resources: System Access Removal Procedures System Access Request (SAR)	Access Set Up By (Dept Rep Initials)	Date Requested	Access terminated By (Dept Rep Initials)	Access Terminated On (Date)
Network Files				
G Suite Files				
SAR Systems				
College/Division Systems				
Other				

EQUIPMENT & MATERIALS

Resources: [Property Disposition and Transfer Policy and Procedures](#)
[PRR 07.40.01-Disposal of University Property](#)

Information Technology and Telecommunications					
Description (e.g. desktop, laptop, tablet, cell phone, pager, radio, software, etc.) Include CAMS TAG# if Purchase Price is \$5,000+	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, 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				
Uniforms & Personal Protective Equipment					
Description (e.g. shirts, pants, gloves, safety glasses, helmet, coverall, etc.)	Authorized for home/business use?	Received by Employee (Initials)	Date Received	Returned to Dept Rep (Initials)	Date Returned

Information Technology and Telecommunications

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

CONTROLLED, RESEARCH, & LABORATORY EQUIPMENT/MATERIALS

For Hazardous materials (biological, chemical and radioactive materials) and hazard equipment related issues, contact EHS for deactivations, transfers and decontamination/release/disposal criteria. 919-515-7915.

Description (e.g. specimens, chemicals, lasers, radioactive or biohazardous material, gas cylinders, etc.) Resources: Laboratory Relocation (Move-Out/Move-In/Start-Up Procedures and Checklists)	Acknowledges by employee (Initials)	At end of responsibility, materials have been properly handled & accounted for: Indicate as labeled, transferred to authorized recipient, and/or disposed of.	Accounted for by employee & Dept Rep (Initials)	Date Accounting Completed

ACCOUNTS, CARDS, & PASSES

Description (e.g. P-Card, American Express, Terminate Signature Authority on Accounts such as banks and foundations, Phone Card, Parking/Gate Card, Copy Card, etc.)	Received By Employee (Initials)	Date Received	Returned To Dept Rep (Initials)	Date Returned