White Earth RTC – Property Assignment

Staff Name: _____

Program: _____ Extension: _____

Start/Departure/Reviewed Date: _____
        (circle one)

Property Items Assigned:

Tag #	Description	Location

Please complete for each new or departing staff and return to WE Finance Department.

Signature of Staff: _____

Signature of Program Manager: _____

NOTES:

White Earth Finance Department - Property Assignment Form
218-983-4645 Ext. 5104

Property Assignment Form Directions:

This form is to be filled out when an employee begins their position and reviewed yearly to ensure accuracy and accountability of inventoried property assigned to them. It should be adjusted as items are added and deleted throughout the year. It should also be verified prior to when an employee transfers to a different department or when their employment ends.

Please list all ***Property*** items assigned to an employee. ***Property*** includes all items assigned to an employee used in their job that are over $500 in value plus items over $100 in value that are electronics (i.e. computers, printers, radios, shredders, I-Pads, DVD players, vacuum cleaners) or tools (i.e. ladders, tool boxes, power tools, weed eaters). Items should have a blue or red "PROPERTY OF WHITE EARTH RTC" tag on them.

Include the following information on this form:

Tag #: A blue or red tag that states "*Property of White Earth RTC*". Enter the tag number such as *B14851* or *C7904*. If you are unable to find a property tag list the item and include the Manufacturer Serial # in the Tag # column. *Please note that on Dell Computers/Laptops we use the Service Tag # as the Serial Number.*

Description: Most items you can describe briefly (i.e. laptop, desk, phone). If it is an automobile or machinery list the year, make and model (i.e. 2012 Chevy Silverado-white).

Location: Employees in the White Earth RTC building should use the number assigned to their office (i.e. C35, C52) as the location. Programs that have numerous locations should include the city they are located at (i.e. Financial Services – Detroit Lakes). Be as specific as needed to ensure location of the item (i.e. WE Head Start Building – entry closet).