**STAFF ASSETS**

**Staff / Board member:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASSETS** | **SERIAL NUMBER**  **DETAILS** | **VALUE** | **DATE OUT - SIGNED** | **DATE IN –**  **SIGNED** |
| **Phone** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Computer** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Monitor** |  |  |  |  |
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|  |  |  |  |  |
| **Docking Station** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Keys** |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Shirts** |  |  |  |  |
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| **Program materials > $100** |  |  |  |  |
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| **Finance Cards** |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Petrol Card** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PLEASE NOTE:**

**These assets are the property of BYU. Please do not deface or personalize them in anyway as they are to be returned to the organisation when you leave. A charge will apply if you do not adhere to this rule.**