



## **Fixed Assets Assurance Form**

### **“Statement of Responsibility”**

**By signing by the designated items on this printout, I am accepting personal and financial responsibility if lost, damaged or stolen due to my negligence. If computers, I agree not to install unauthorized copies of software, used either for personal or business purposes, and adhere to software copyright infringement laws.**

**I agree to report and document any change in status of the equipment I am accountable for. If stolen, I agree to immediately report such theft to my supervisor and have the appropriate parties obtain a properly executed police report.**

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**Administrator**

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**Employee**