



## EMPLOYEE ASSET CHECKLIST

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Workstation: \_\_\_\_\_

Department: \_\_\_\_\_

Indicate requested assets below by checking the box next to the requested asset.

### Facilities / Fleet

- Key Card
- Department Key
- Office Key
- Fleet Card
- Other: \_\_\_\_\_

### Finance

- Purchasing Card
- Online Office Supply Ordering (EON)
- Sungard
- Other: \_\_\_\_\_

### Human Resources

- Photo ID Badge
- Magnetic Name Tag  
*(for public-facing employees only)*
- Name Plaque for Council Dais
- Mailbox
- Business Cards

### IT

- Laptop Computer
- Desktop Computer
- Tablet
- Desktop Printer
- Office Phone
- Voicemail
- Cell Phone
- E-Mail
- Network Access
- VPN Remote Access
- Cartegraph
- Employee Intranet
- SIRE
- Web Administrator
- Web Content Editor
- Scanner

### Outlook Distribution Group(s)

- \_\_\_\_\_
- \_\_\_\_\_

### Access to X-Drive Folder(s)

- \_\_\_\_\_
- \_\_\_\_\_