

LDH ASSET/MOVEABLE PROPERTY EMPLOYEE ASSIGNMENT

(Exceptions are cell phones, mifi's and pagers)

Property Location Liaison/Coordinator/Manager Name and Personnel #: _____

Building Slab/Functional Location Name/ID#: _____ Plant Maint. #: _____

Employee Name and Personnel # This Equipment Will Be Assigned To: _____ **Office/Cubicle #:** _____ **Floor:** _____

State/Agency Property <u>OVER</u> \$1000 <u>NOTIFICATION #</u> <u>LEGACY #</u>	Agency Property <u>UNDER</u> \$1000 <u>NOTIFICATION #</u>	Description (ex: Dell Optiplex 2010, HP Laser 2015)	Serial #	EMPLOYEE SIGNATURE UPON "RETURN" OF EACH ITEM	DATE EACH ITEM RETURNED TO THE AGENCY/FACILITY PROPERTY LIAISON/COORDINATOR OR PROPERTY MANAGER	PROPERTY LIAISON/COORDINATOR OR PROPERTY MANAGER SIGNATURE UPON RETURN OF EACH ITEM

TERMS AND CONDITIONS:

The employee shall be responsible for the items listed above and agrees to the terms and conditions of State Property Control Laws, Regulations, Administrative Codes, Policies and any applicable federal funding source requirements. The employee shall safeguard all LDH asset/moveable property including any untagged or leased property. Employee MUST return any equipment upon termination, resignation, change in job duties, or upon request in proper working condition to the Agency/Facility Property Liaison/Coordinator or Property Manager. The employee shall **IMMEDIATELY** report any lost, stolen or damaged equipment to their immediate supervisor and property manager, and the employee must notify law enforcement officials in the case of state stolen property in his/her possession and obtain a police report. The employee shall maintain liability for the payment of damages whenever wrongful or a grossly negligent act or omission causes any loss, disappearance, theft, damage or destruction of property of their agency for which he/she is responsible as provided herein, and such damages shall be recoverable in a civil lawsuit therefore prosecuted on behalf of the State by the Attorney General" (LAC Title 34, Part VII, Chapter 3, 305.E). The employee shall renew Asset/Moveable Property Assignment Form B at the time of Annual Certification or upon request, provide state owned moveable property to any LDH official or their designee, at any time, for inspection of the moveable property for inventory/audit purposes. The employee shall remain responsible for the asset/moveable property until release of responsibility is approved by the Property Liaison/Coordinator or Agency/Facility Property Manager and the return of equipment is acknowledged.

Signature of Employee Validates the **Receipt** of Asset/Moveable Property and accepts Terms/Conditions and Date: _____

Signature of Property Liaison/Coordinator/Manager Issuing Asset/Moveable Property and Date: _____

Please Give Employee A Copy of This Form After Signed by the PL, PC or PM
NOTE: ONE EMPLOYEE PER FORM