

**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
FORM 4A - ASSET ASSIGNMENT

\_\_\_\_\_  
**Office**

\_\_\_\_\_  
**Assignee**

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

This is to certify that I have the equipment listed below and am using it to complete official department business. Disciplinary action may be taken against me, and/or other employees involved in the loss of any fixed asset due to negligence, failure to secure the asset, failure to report the loss within the designated time frame, or failure to follow procedures as outlined.

Description of Equipment	Serial Number	Inventory Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

\_\_\_\_\_  
(Employee's Name)

\_\_\_\_\_  
(Employee's Signature)

A current copy of this form should be maintained by each office and should be available for review by the DFA Property Officer.