

Company Asset Accountability Form

In accepting the assets assigned to me, I hereby agree to the following conditions:

- I understand that I am solely responsible for the company assets while in my possession.
- I shall only use the company assets for iPloy's operational related purposes.
- I shall keep the company assets in good working order and will notify the IT Team and/or Team leader of any defect or malfunction during my use.
- I shall not install and/or download any unauthorized software and/or applications.
- I shall not allow the company assets to be used by an unauthorized person. I assume the responsibility for the actions of others while using the computer.
- If the company asset/s is/are lost, stolen or damaged, the incident must be reported to the IT Team and/or Team Leader within 24 hours.
- I agree to pay all the costs or their respective costs associated with the damage, negligence or misuse, loss of, or theft of the company asset/s.
- I understand that a violation of this agreement may result in further discipline up to and including termination of employment and/or legal action.

Assigned Assets (Based on Assettigger):

Report		Check-Out by Persons		iPloy, OPC	
Person: Chris John Balaga					
Employee ID	1708	Name	Chris John Balaga	Site	ACCT
Location	108 Workstation				
Asset Tag ID	Description	Brand	Model		
IPLOYAVR660	Generic AVR	Secure	Secure		
IPLOYCAM227	SD Webcam	A4tech	PK-635G		
IPLOYDLL134	Dell MFF I3	Dell	Optiplex 3050 MFF		
IPLOYHS1449	USB Headset	Jabra	Evolve 20		
ISSDLLMT134	Dell Monitor	Dell	E2216H		
ISSDLLMT286	Dell Monitor	Dell	E2216H		
6 assets					

Employee's Printed Name and Signature

CHRIS ANITA PARMAR

Date

5.11.2023

By signing this Company Asset Accountability Form, I hereby acknowledge that I have completely read and fully understand all the provisions of this form and should not hold the company liable for any loss or damages of my assets and accountabilities while the items are in my possession.

Note: Depreciation is subject for top management's approval.

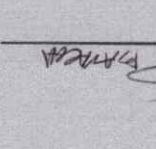
Company Asset	Total Cost	Payable per Pay	Pay Period
System Unit	Php 45,000.00	Php 3,000.00	Payable for 15 pay period
Monitor	Php 10,000.00	Php 2,000.00	Payable for 5 pay period
Headset	Php 2,500.00	Php 850.00	Payable for 3 pay period
Keyboard	Php 500.00	Php 500.00	Payable for 1 pay period
Mouse	Php 500.00	Php 500.00	Payable for 1 pay period
Webcam	Php 1,500.00	Php 750.00	Payable for 2 pay period
AVR	Php 500.00	Php 500.00	Payable for 1 pay period

Company Asset Cost:

Purpose/Note	Existing assign assets - for Company Assets Accountability Form	Total assets assigned: 8

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
Dell	USB Keyboard	Dell	None
Dell	USB Mouse	Dell	None

Admin Use Only	
Check Out Date: 05/11/23	IT Personnel Signature: 
Check In Date:	IT Personnel Signature:

Remarks Upon Return (Admin Use Only)
Are the components working? YES / NO
LET BOARD - SOME LET'S HARD TO PRESS HEADSET - ONLY LEFT SIDE IS WORKING.

Remarks Upon Releasing
Are the components working? YES / NO
If NO, please describe the damage: