



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 AssetTag):

Report Check-Out by Persons iPloy, OPC			
Person: Princess Abe			
Employee ID	480		
Name	Princess Abe		
Site	ACCT		
Location	B16 Workstation		
Asset Tag ID	Description	Brand	Model
IPLOYDLL70	Dell MFF i3	Dell	Optiplex 3050 MFF
IPLOYHS148	USB Headset	Logitech	H340
IPLOYAVR742	Generic AVR	Secure	Secure
IPLOYCAM179	SD Webcam	A4tech	PK-635G
ISSDLLMT338	Dell Monitor	Dell	E2216H
ISSDLLMT378	Dell Monitor 21.5"	Dell	E2216H
6 assets			

Employee's Printed Name and Signature

PRINCESS RITTEL ABT

Date

05-16-2023

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
IPLYMS639	USB Mouse	A4tech	None
			None
			None
			None
			None

Admin Use Only	
Check Out Date: 5/5/23	IT Personnel Signature: Jason Injada
Check In Date:	IT Personnel Signature:

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage:

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