








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:

	IPLOYPC166	System Unit	Custom	Z6S0KYXAS	Management HR	Montage 16th / HR Office	Montage 16th	HR Office
	IPLOYMT138	Monitor	S22F350	ZZQSH4TJ601630	Management HR	Montage 16th / HR Office	Montage 16th	HR Office
	IPLOYMT383	Monitor	S22F350	ZZQSH4TJ500747	Management HR	Montage 16th / HR Office	Montage 16th	HR Office
	ISSCAMM05	Webcam	PK-635G	N/A	Management HR	Montage 16th / HR Office	Montage 16th	HR Office
	IPLOYMS364	Mouse			Management HR	Montage 16th / HR Office	Montage 16th	HR Office
	IPLOYKB585	Keyboard	KRS-8372 Combo	N/A	Management HR	Montage 16th / HR Office	Montage 16th	HR Office
	ISSAVRMN415	AVR	Secure	N/A	Management HR	Montage 16th / HR Office	Montage 16th	HR Office

Asset Tag ID	Description	Brand	Model
	USB Mouse ▾	None ▾	
	None ▾	None ▾	
	None ▾	None ▾	
	None ▾	None ▾	
	None ▾	None ▾	

Purpose/Note	Asset link to IPLOYPC166
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Company Asset Cost:

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

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

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.

GEORGETTE JANE ANSADA
 Employee's Printed Name and Signature

7 / 10 / 24
 Date

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

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

Admin Use Only

Check Out Date: Jul 10, 2024

IT Personnel Signature:



Jason

Enjada

Check In Date: _____

IT Personnel Signature: _____