

Accountability Form

Ref#: ACCT-SCXZW-2024

Asset Type	Specification	Serial no.	Date Deployed	Remarks
Monitor	24"	DEL1464160ASD	2024-04-12	Bnew

Responsibilities

- I, **Fernando Sudayon**, acknowledge that the above-mentioned asset has been issued to me for the purpose of performing my job responsibilities. I understand and agree to the following responsibilities:
- 1. I am responsible for the proper use and care of the assigned asset.
- 2. I will report any damage, loss, or malfunction of the asset to my supervisor immediately.
- 3. I will not loan, transfer, or dispose of the asset without prior authorization from the appropriate authority.
- 4. I will return the asset in good condition upon termination of my employment or upon request by the company.

Asset Return:

I understand that I am required to return the asset on the specified date or upon termination of my employment. Failure to return the asset in good condition may result in disciplinary action and/or financial responsibility for repair or replacement costs.

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Deployed by:
Signature:
Employee Signature:
Department: IT
Date:

[For Asset Administrator Use Only]