

Zoop.One Asset Acknowledgement Form

This form is an acknowledgement for Zoop.One equipment use for Employee Partners and Leadership Team Members.

Name	
Location	
Contact Phone Number	
Email ID	
Manager's Name	
Laptop Type	Choose an item.
Laptop ID	
Monitor Type	Choose an item.
Monitor ID	
Mobile Type	Choose an item.
Mobile Model Number	
Mouse Issued	Choose an item.
Laptop/System ID	
SIM card (mention the number issued)	
Additional Accessories	
Any Comments: (condition, etc.)	

I, _____, understand the guidelines and policies for Zoop.One equipment use. I will only be using Zoop assets for business purposes only. Any software or hardware installed is required to have prior approval before installation. Upon my termination with Zoop.One (whether voluntary or involuntary), I will return all above mentioned assets within time prescribed by the HR team. Failure to do so will result in a penalty.

In addition, I acknowledge that I will not receive my last paycheck, unless I return the above-mentioned assets. Should final paycheck not cover expenses, Zoop.One retains the right to file for reimbursement through court proceedings.

Name

Signature

Date

Manager Name

Signature