



EQUIPMENT ACCOUNTABILITY FORM

NAME		POSITION	
DEPT.		DATE	

Item No.	Type of Equipment Model/Brand	Description	Serial EIMEI/Number	Remarks

ACKNOWLEDGEMENT

This is to acknowledge that I am accountable for the above items. I understand that I will pay or replace the same unit in case of loss or damage due to my fault or negligence. In case of resignation, separation or transfer, I will turnover these items before issuance of my clearance. For any additional software protected with license installed that do not have any supporting document(s) coming from DCX PH INC. it is my responsibility to face any charges or liability coming from any software authority or organization. Also, I will follow the rules and regulations imposed by the Company and I will be liable for any consequences that may arise for not complying with the set of rules and regulations.

Acknowledged and Signed by:	Verified by:
Employee	Immediate Supervisor

Approved by:
MANAGER