



### 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 Assettigger):**

Report Check-Out by Persons		iPloy, OPC	
Person: <b>Angelica Dacules</b>			
Employee ID	1046	Alias	Alex Dacules
Name	Angelica Dacules	Email	Alexd@adapthealth.com
Site	Montage 16th	Department	Confirmations
Location	C26 Workstation		
Asset Tag ID	Description	Brand	Model
ISSAVRMN90	Generic AVR	Secure	Secure
ISSHSMN153	USB Headset	Logitech	H570E
IPLOYCAM288	SD Webcam	A4tech	PK-635G
ISSDLLTMN230	Dell Monitor 20"	Dell	E2020H
ISSDLLTMN231	Dell Monitor 20"	Dell	E2020H
ISSDLLPCMN109	i5-10500T 8GB 120GB	Dell	Optiplex 3080 Micro
<b>6 assets</b>			

**Additional Assigned Assets:**

Asset Tag ID	Description	Brand	Model
Dell	USB Keyboard ▾	Dell ▾	None ▾
IPLOYS734	USB Mouse ▾	Dell ▾	None ▾
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾

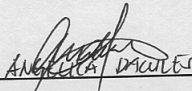
Purpose/Note	Replace asset  Old: Dell New: IPLOYS734
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**Company Asset Cost:**

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.

  
 \_\_\_\_\_  
 Employee's Printed Name and Signature

5/28/23  
 \_\_\_\_\_  
 Date

Remarks Upon Releasing
Are the components working? YES / NO
If NO, please describe the damage:
IPLOYMS734 - Employee comment

Remarks Upon Return (Admin Use Only)
Are the components working? YES / NO
If NO, please describe the damage:
Dell MS - Jason Enjada comment

Admin Use Only	
Check Out Date: <u>May 23, 2023</u>	IT Personnel Signature: <u>Jason Enjada</u>
Check In Date: <u>May 23, 2023</u>	IT Personnel Signature: <u>Jason Enjada</u>