

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 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: Chichela Ginn Villaceran			
Employee ID	1068	Alias	Candice Villaceran
Name	Chichela Ginn Villaceran	Email	Candicev@adaptthealth.com
Site	ACCT	Department	Patient Pay
Location	C27 Workstation		
Asset Tag ID	Description	Brand	Model
IPLOYDLL96	Dell MFF i3	Dell	Optiplex 3050 MFF
ISSHSMN679	USB Headset	Jabra	Evolve 20
IPLOYAVR380	Generic AVR		
IPLOYHS1140	USB Headset	Plantronics	Blackwire C3220
ISSDLLMT138	Dell Monitor	Dell	E2216H
ISSDLLMT234	Dell Monitor	Dell	E2216H
6 assets			

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
Dell KB	USB Keyboard	Dell	None
Dell MS	USB Mouse	Dell	None
ISSCAM160	Webcam	A4tech	PK-635G
	None	None	None
	None	None	None

Purpose/Note	Existing Assets - for Company Assets Accountability Form ISSHSMN679 - Additional for call barging
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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.

Michelle Ann Villacran

Employee's Printed Name and Signature

3/14/2023

Date

Remarks Upon Releasing

Remarks Upon Return (Admin Use Only)

Is the components working? YES / NO
If NO, please describe the damage:

Is the components working? YES / NO
If NO, please describe the damage:

Admin Use Only

Check Out Date: Mar 15, 2023

IT Personnel Signature: _____

Check In Date: _____

IT Personnel Signature: _____

