

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):

Asset Tag ID		Description	Brand	Model
ISSCAM89	SD Webcam	Aatech	PK-635G	
ISSDLLPC16	Dell SFF i3	Dell	Optiplex 3050 SFF	
IFLOYAVR659	Generic AVR	Secure	Secure	
IFLOYHS1212	USB Headset	Plantronics	Blackwire C3220	
ISSDLLMT117	Dell Monitor	Dell	E2216H	
ISSDLLMT357	Dell Monitor 21.5"	Dell	E2216H	

6 assets

Employee ID	1107
Name	Raymond Butong
Site	ACCT
Location	IT5 Workstation

Alias	Raymond Butong
Email	raymond@adapthealth.com
Department	Initial Authorization

Person: Raymond Butong

Report Check-Out by Persons
iPloy, OPC

Employee's Printed Name and Signature

Raymond B. Bina

Date

5-11-2023

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.

Note: Depreciation is subject for top management's approval.

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

Company Asset Cost:

Purpose/Note	Existing assign assets - for Company Assets Accountability Form	Total assets assigned: 8

Additional Assigned Assets:

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

Admin Use Only	
Check Out Date: 05/11/23	IT Personnel Signature: Jonathan Gabriel
Check In Date: _____	IT Personnel Signature: _____

Remarks Upon Return (Admin Use Only)
Are the components working? YES / NO
Yes

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