

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: Karyl Mae Lacuña			
Employee ID	1195	Alias	Kaye Lacuna
Name	Karyl Mae Lacuña	Email	kayel@adapthealth.com
Site	ACCT	Department	PAP Order Processing
Location	C98 Workstation		
Asset Tag ID	Description	Brand	Model
ISSCAM58	SD Webcam	A4tech	PK-635G
ISSAVRMN55	Generic AVR	Secure	Secure
ISSDLLPC24	Dell SFF i3	Dell	Optiplex 3050 SFF
IPLOYHS1359	USB Headset	Plantronics	Blackwire C3220
ISSDLLMTM246	Dell Monitor 21.5"	Dell	E2216H
ISSDLLMTMN116	Dell Monitor 21.5"	Dell	E2216H
6 assets			

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
IPLOYKB379	USB Keyboard ▾	A4tech ▾	None ▾
IPLOYMS485	USB Mouse ▾	A4tech ▾	None ▾
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾

Purpose/Note	Replace asset
	TOTAL ASSETS: 8

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.

Kanj M. M. Lawina

Employee's Printed Name and Signature

06/29/2023

Date

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

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage:

Admin Use Only	
Check Out Date: June 17, 2023	IT Personnel Signature: Jonathan Gabriel
Check In Date:	IT Personnel Signature: 