

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 Assettiger):

Report <small>Check-Out by Persons</small>				iPloy Staffing Solutions	
Person: Joy Marie Cañon Barili					
Employee ID	1993	Alias	Joan Barili		
Name	Joy Marie Cañon Barili	Email	JoanB@adapthealth.com		
Site	ACCT	Department	Patient Pay		
Location	D77 Workstation	Region	Adapt RCM		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
ISSAVR13	Generic AVR	Secure		09/19/2023	
IPLOYKB73	USB Keyboard			09/19/2023	
IPLOYDLL45	Dell MFF i3	Dell	Optiplex 3050 MFF	09/19/2023	
IPLOYMS537	USB Mouse			09/19/2023	
ISSHSMN667	USB Headset	Jabra	Evolve 20	03/11/2023	
IPLOYCAM344	SD Webcam	A4tech	PK-635G	09/19/2023	
ISSDLLMTMN742	Dell Monitor 21.5"	Dell	E2222H	11/04/2023	
ISSDLLMTMN744	Dell Monitor 21.5"	Dell	E2222H	11/04/2023	
8 assets					

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾

Purpose/Note	Replacement ▾ New: ISSDLLMTMN744 and ISSDLLMTMN742 Old: IPLOYDLLMT45-1 and IPLOYDLLMT173
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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

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - ISSDLLMTMN744 and ISSDLLMTMN742

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: Jason Enjada comment - IPLOYDLLMT45-1 and IPLOYDLLMT173
Not for ATD

Admin Use Only			
Check Out Date:	Nov 2, 2023	IT Personnel Signature:	Jason Enjada
Check In Date:	Nov 2, 2023	IT Personnel Signature:	Jason Enjada