

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: Johnlee Arienza Josol			
Employee ID	2137	Alias	Lee Josol
Name	Johnlee Arienza Josol	Email	Lee.Josol@adapthealth.com
Site	Montage 16th	Department	Payor Change
Location	F04 Workstation		
Asset Tag ID	Description	Brand	Model
ISSAVRMN32	Generic AVR	Secure	Secure
ISSHSMN176	USB Headset	Logitech	H570E
ISSDLLMTMN79	Dell Monitor 21.5"	Dell	E2216H
ISSDLLMTMN327	Dell Monitor 21.5"	Dell	E2220H
ISSDLLPCMN310	i5-10505 8GB 1TB HDD	Dell	OptiPlex 3080 SFF
5 assets			

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: 5/11/23	IT Personnel Signature: Jason Enjada
Check In Date:	IT Personnel Signature: