

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: Josh Anthony Galeon Ombina			
Employee ID	2229	Alias	Josh Ombina
Name	Josh Anthony Galeon Ombina	Email	Josh.Ombina@adapthealth.com
Site	Montage 16th	Department	Payor Change
Location	F06 Workstation		
Asset Tag ID	Description	Brand	Model
ISSHS250	USB Headset	Logitech	H370
ISSAVRMN110	Generic AVR	Secure	Secure
ISSDLLMT409	Dell Monitor 21.5"	Dell	E2216H
ISSDLLMTM264	Dell Monitor 21.5"	Dell	E2216H
ISSDLLPCM107	Dell SFF i3-8100 /8GB /240GB	Dell	Optiplex 3060
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: