



## 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):

Person: <b>Rolly Pogoy Ngujo</b>						
<b>Employee ID</b>	2580			<b>Alias</b>	Roy Ngujo	
<b>Name</b>	Rolly Pogoy Ngujo			<b>Email</b>	roy.ngujo@adapthealth.com	
<b>Site</b>	ACCT			<b>Department</b>	Initial Authorization	
<b>Location</b>	I31 Workstation			<b>Region</b>	Adapt RCM	
Asset Tag ID	Category	Brand	Model	Check-out Date	Check-out Notes	Asset Photo
IPLOYMS793	Mouse	A4tech	OP-720	02/14/2024	Replaced Dell MS	
IPLOYKB515	Keyboard			07/11/2023	Additional asset assigned	
IPLOYPC153	System Unit	Custom	Custom	06/13/2023		
IPLOYMT56	Monitor	AOC	2070	06/13/2023		
IPLOYMT133	Monitor	AOC	2070	06/13/2023		
IPLOYAVR42	AVR			06/13/2023		
IPLOYCAM42	Webcam	A4tech	PK-635G	06/13/2023		
IPLOYHS1222	Headset	Plantronics	Blackwire C3220	11/19/2021		

**Additional Assigned Assets:**

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

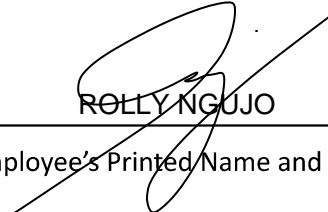
Purpose/Note	<b>Replacement ▾</b> New: IPLOYMS793 Old: Dell MS
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**Company Asset Cost:**

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.

  
 ROLLY NGUJO  
 \_\_\_\_\_  
 Employee's Printed Name and Signature

\_\_\_\_\_  
 Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - IPLOYMS793

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: Jason Enjada comment - Dell MS

Admin Use Only	
Check Out Date: Feb 6, 2024	IT Personnel Signature: Jason Enjada
Check In Date: Feb 6, 2024	IT Personnel Signature: Jason Enjada