



### 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 Assettger):

**Report Check-Out by Persons** **iPloy, OPC**

Person: Eden Mae Teologo Sabanal			
Employee ID	2768	Name	Eden Mae Teologo Sabanal
Site	ACCT	Location	104 Workstation
Department	Initial Authorization	Alias	Erin Sabanal
Email	erin.sabanal@adapthealth.com		

Asset Tag ID	Description	Brand	Model
ISSCAM121	SD Webcam	Aitech	PK-635G
IPLOYHS871	USB Headset	Logitech	H570E
IPLOYMT360	Monitor	AOC	2070
IPLOYMT466	Monitor	AOC	2070
IPLOYPC177	Desktop Custom	Custom	Custom
IPLOYAVR502	Generic AVR	Secure	N/A

6 assets

Employee's Printed Name and Signature

EDEN MMT I. SABANAL

Date

5-11-23

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.

Note: Depreciation is subject for top management's approval.

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

Company Asset Cost:

Purpose/Note	Existing assign assets - for Company Assets Accountability Form	Total assets assigned: 8

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
Dell	USB Keyboard	Dell	None
Dell	USB Mouse	Dell	None
	None	None	None
	None	None	None
	None	None	None
	None	None	None

<b>Admin Use Only</b>	
Check Out Date: 05/11/23	IT Personnel Signature: Jonathan Gabriel
Check In Date: _____	IT Personnel Signature: _____

<b>Remarks Upon Return (Admin Use Only)</b>
Are the components working? YES / NO

<b>Remarks Upon Releasing</b>
Are the components working? YES / NO
If NO, please describe the damage: