

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 t
- hat 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: Windy Lapon Aniñon						
Employee ID	2828	Alias	Windy Aninon			
Name	Windy Lapon Aniñon	Email	windy.aninon@adapthealth.com			
Site	Montage 16th	Department	60 MC Restart			
Location	E64 Workstation	Region	Adapt RCM			
Asset Tag ID	Category	Brand	Model	Check-out Date	Check-out Notes	Asset Photo
ISSAVRMN727	AVR	Secure	Secure	05/21/2024	Replaced ISSAVRMN390	
ISSCAMM455	Webcam	A4tech	PK-635P	05/26/2023		
ISSDLLPCMN292	System Unit	Dell	OptiPlex 3080 SFF	05/26/2023		
ISSDLLMTMN541	Monitor	Dell	P2217	05/26/2023		
ISSDLLMTMN543	Monitor	Dell	P2217	05/26/2023		
ISSHSMN472	Headset	Plantronics	Blackwire C3220	03/28/2022		

Additional Assigned Assets:

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

Purpose/Note	Replacement ▾ New: ISSAVRMN727 Old: ISSAVRMN390
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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.


WINDY ANNON

Employee's Printed Name and Signature

5/29/2024

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage:
Employee comment - ISSAVRMN727

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage:
Stephen Badiang comment - ISSAVRMN390
Busted AVR - Not for salary deduction

Admin Use Only			
Check Out Date:	May 21, 2024	IT Personnel Signature:	Stephen Badiang
Check In Date:	May 21, 2024	IT Personnel Signature:	Stephen Badiang