









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 Assettiger):

Person: Rotciv Ian Sayson Comeros					
Employee ID	2913	Alias	Rain Comeros		
Name	Rotciv Ian Sayson Comeros	Email	rain.comeros@adapthealth.com		
Site	ACCT	Department	CSR Phones		
Location	A36 Workstation	Region	NY		
Asset Tag ID	Category	Brand	Model	Check-out Date	Asset Photo
IPLOYCAM15	Webcam	A4tech	PK-635G	04/13/2023	
IPLOYKB162	Keyboard			07/11/2023	
IPLOYMS874	Mouse	A4tech	KRS-8372 Combo	01/11/2024	
IPLOYAVR752	AVR	Secure	Secure	03/16/2023	
IPLOYHS1071	Headset	Plantronics	Blackwire C3220	05/07/2022	
ISSDLLPC204	System Unit	Dell	Optiplex 3060	03/16/2023	
IPLOYDLLMT164	Monitor	Dell	DELL E1916HV	03/16/2023	
IPLOYDLLMT162-1	Monitor	Dell	E1916HV	03/16/2023	
8 assets					

Additional Assigned Assets:

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

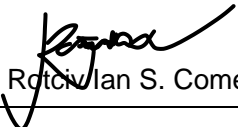
Purpose/Note	Replacement ▾ New: IPLOYMS874 Old: IPLOYMS47
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Company Asset Cost:

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.


 Rotcio Ian S. Comeros

 Employee's Printed Name and Signature

1/23/24

 Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - IPLOYMS874

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: Jonathan Gabriel comment - IPLOYMS47
NOT ATD

Admin Use Only	
Check Out Date: Jan 11, 2024	IT Personnel Signature: Jonathan Gabriel
Check In Date: Jan 11, 2024	IT Personnel Signature: Jonathan Gabriel