







## 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>Eden Naquines</b>						
Employee ID	2943			Alias	Errin Naquines	
Name	Eden Naquines			Email	errin.naquines@adapthealth.com	
Site	Montage 16th			Department	CSR Phones	
Location	B04 Workstation			Region	Pumps IT	
Asset Tag ID	Category	Brand	Model	Check-out Date	Check-out Notes	Asset Photo
ISSDLLPCMN189	System Unit	Dell	OptiPlex 3080 MFF	02/14/2024	Transfer to a new workstation from B05	
ISSDLLMTMN452	Monitor	Dell	P2217	02/14/2024	Transfer to a new workstation from B05	
ISSDLLMTMN453	Monitor	Dell	P2217	02/14/2024	Transfer to a new workstation from B05	
ISSAVRMN218	AVR	Secure	Secure	02/14/2024	Transfer to a new workstation from B05	
ISSCAMM293	Webcam	A4tech	PK-635P	02/14/2024	Transfer to a new workstation from B05	
ISSHSMN423	Headset	Plantronics	Blackwire C3320	05/21/2022		

**Additional Assigned Assets:**

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


Purpose/Note	Replacement ▾  New: Dell KB Old: Dell KB
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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.

  
 EDEN D. NAQUINES

Employee's Printed Name and Signature

03/06/2024

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - Dell KB
Asset Tag ID of the System Unit is incorrect. It should be ISSDLLPCMN186.

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

Admin Use Only	
Check Out Date: Feb 15, 2024	IT Personnel Signature: Jonathan Gabriel
Check In Date: Feb 15, 2024	IT Personnel Signature: Jonathan Gabriel