








## 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: Jacqueline De Erio Enario						
Employee ID	2990	Alias	Jackie Enario			
Name	Jacqueline De Erio Enario	Email	jackie.enario@adapthealth.com			
Site	Montage 16th	Department	Central Intake Held			
Location	D80 Workstation	Region	Adapt Central Intake			
Asset Tag ID	Category	Brand	Model	Check-out Date	Return Date	Asset Photo
ISSHSMN305	Headset	Plantronics	Blackwire C3220	07/29/2022		
ISSDLLPCMN388	System Unit	Dell	OptiPlex 3090 MFF	05/23/2023		
ISSAVRMN169	AVR	Secure	Secure	05/23/2023		
ISSDLLMTM127	Monitor	Dell	E2216H	05/23/2023		
ISSDLLMTMN105	Monitor	Dell	E2216H	05/23/2023		
ISSCMM266	Webcam	A4tech	PK-635P	05/23/2023		
IPLOYKB02	Keyboard			01/19/2024		
<b>7 assets</b>						

**Additional Assigned Assets:**

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

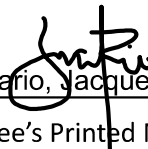
Purpose/Note	<b>Replacement ▾</b> New: IPLOYKB02 Old: Dell KB
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**Company Asset Cost:**

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.

  
 \_\_\_\_\_  
 Enario, Jacqueline De Erio  
 Employee's Printed Name and Signature

\_\_\_\_\_  
 January 19,2024  
 Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - IPLOYKB02
YES

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

Admin Use Only			
Check Out Date:	Jan 18, 2024	IT Personnel Signature:	Jason Enjada
Check In Date:	Jan 18, 2024	IT Personnel Signature:	Jason Enjada