

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):

Report Check-Out by Persons		iPloy Staffing Solutions			
Person: Miñoza, Gladys Owatan					
Employee ID	3164	Alias	Gabby Minoza		
Name	Miñoza, Gladys Owatan	Email	gabby.minoza@adapthealth.com		
Site	Montage 16th	Department	60 MC Restart		
Location	E65 Workstation				
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
ISSCMM469	HD Webcam	A4tech	PK-635P	05/12/2023	
ISSHSMN834	USB Headset	Jabra	Evolve 20	08/10/2023	
ISSAVRMN389	Generic AVR	Secure	Secure	05/09/2023	
ISSDLLMT139	Dell Monitor	Dell	E2216H	05/09/2023	
ISSDLLMT431	Dell Monitor 21.5"	Dell	E2216H	05/09/2023	
ISSDLLPCM330	i5-10505 8GB 1TB HDD	Dell	OptiPlex 3080 SFF	05/09/2023	
6 assets					

Additional Assigned Assets:

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

Purpose/Note	Replace asset New: ISSHSMN834 Old: IPLOYHS868
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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.


 GLADYS O. MIÑOZA

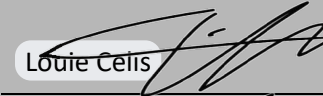
Employee's Printed Name and Signature

8/11/23

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage:
Employee comment - ISSHSMN834
- headset is in a good condition and working fine

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage:
Louie Celis comment - IPLOYHS868
- headset ear foam is teared off

Admin Use Only	
Check Out Date: Aug 8, 2023	IT Personnel Signature: Louie Celis 
Check In Date: Aug 8, 2023	IT Personnel Signature: Louie Celis 