

### 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, OPC	
Person: Ariane Decipulo			
Employee ID	332	Alias	Ariane Decipulo
Name	Ariane Decipulo	Email	Ariane.Decipulo@adapthealth.com
Site	ACCT	Department	Accounts Payable Specialist
Location	A14 Workstation		
Asset Tag ID	Description	Brand	Model
IPLOYMT369	Monitor	SAMSUNG	S22F350
IPLOYMT370	Monitor	SAMSUNG	S22F350
IPLOYPC185	Desktop Custom	Custom	Custom
ISSCMM195	HD Webcam	A4tech	PK-635P
IPLOYAVR471	Generic AVR		
IPLOYHS1119	USB Headset	Plantronics	Blackwire C3220
<b>6 assets</b>			

*Ariane Decipulo*

**Additional Assigned Assets:**

Asset Tag ID	Description	Brand	Model
/IPLOYKB185	USB Keyboard ▾	A4tech ▾	None ▾
/IPLOYMS185	USB Mouse ▾	A4tech ▾	None ▾
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾

<b>Purpose/Note</b>	Replace asset
	<b>TOTAL ASSETS: 7</b>

**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.

*Handwritten signature*

*Deipulo*  
Angie R. Deipulo

Employee's Printed Name and Signature

6-23-2023

Date

**Remarks Upon Releasing**

Is the components working?  YES / NO  
If NO, please describe the damage:

**Remarks Upon Return (Admin Use Only)**

Is the components working? YES / NO  
If NO, please describe the damage:

**Admin Use Only**

Check Out Date: June 17, 2023

IT Personnel Signature: Jonathan Gabriel

Check In Date:

IT Personnel Signature:

*[Handwritten mark]*