

### 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: <b>Densie Rose Cabunilas Calledo</b>			
Employee ID	3339	Alias	Destiny Calledo
Name	Densie Rose Cabunilas Calledo	Email	destiny.calledo@adapthealth.com
Site	Montage 16th	Department	Documentation Recerts
Location	D32 Workstation		
Asset Tag ID	Description	Brand	Model
ISSCMM28	SD Webcam	A4tech	PK-635G
ISSHSMN355	USB Headset	Plantronics	Blackwire C3220
ISSAVRMN400	Generic AVR	Secure	Secure
ISSDLLMTMN592	Dell Monitor 21.5"	Dell	P2222H
ISSDLLMTMN595	Dell Monitor 21.5"	Dell	P2222H
ISSDLLPCMN142	i5-10500T 8GB 120GB	Dell	Optiplex 3080 Micro
<b>6 assets</b>			



Remarks Upon Releasing
Is the components working? <u>(YES)</u> / 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: <u>5/11/23</u>	IT Personnel Signature: <u>Jason Anjada</u>
Check In Date: _____	IT Personnel Signature: _____