








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: Samson, Ranel Lumukso					
Employee ID	3268	Alias	Ray Samson		
Name	Samson, Ranel Lumukso	Email	ray.samson@adapthealth.com		
Site	ACCT	Department	Rehab		
Location	A03 Workstation	Region	OHH		
Asset Tag ID	Category	Brand	Model	Check-out Date	Asset Photo
IPLOYPC70	System Unit	Custom	Custom	07/04/2023	
ISSCAM106	Webcam	A4tech	PK-635G	07/04/2023	
IPLOYMS374	Mouse			07/11/2023	
IPLOYMT236	Monitor	AOC	2070	07/04/2023	
IPLOYMT406	Monitor	AOC	2070	07/04/2023	
ISSHSMN659	Headset	Jabra	Evolve 20	01/06/2024	
IPLOYAVR493	AVR	Secure	N/A	07/04/2023	
7 assets					

Additional Assigned Assets:

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

Purpose/Note	Replacement ▾ New: ISSHSMN659 Old: IPLOYHS1394
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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.


 RANEL SAMSON

 Employee's Printed Name and Signature

01/05/2024

 Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - ISSHSMN659

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: Jonathan Gabriel comment - IPLOYHS1394

Admin Use Only	
Check Out Date: Jan 6, 2024	IT Personnel Signature: Jonathan Gabriel
Check In Date: Jan 6, 2024	IT Personnel Signature: Jonathan Gabriel