








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: Shaznae Nicole Racoma Roble						
Employee ID	3806		Alias	Shaina Roble		
Name	Shaznae Nicole Racoma Roble		Email	shaina.roble@adapthealth.com		
Site	ACCT		Department	CSR Phones		
Location	A63 Workstation		Region	NY		
Asset Tag ID	Category	Brand	Model	Check-out Date	Check-out Notes	Asset Photo
IPLOYMS897	Mouse	A4tech	KRS-8372 Combo	02/24/2024	Replaced IPLOYMS556	
ISSDLLPC228	System Unit	Dell	Optiplex 3060	11/27/2023	transfer station	
ISSDLLMT78	Monitor	Dell	E1916H	11/27/2023	transfer station	
IPLOYDLLMT61-1	Monitor	Dell	E1916H	11/27/2023	transfer station	
IPLOYAVR678	AVR	Secure	Secure	11/27/2023	transfer station	
IPLOYCAM199	Webcam	A4tech	PK-635G	11/27/2023	transfer station	
IPLOYHS1315	Headset	Plantronics	Blackwire C3220	04/08/2023		
7 assets						

Additional Assigned Assets:

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

Purpose/Note	Replacement ▾ New: IPLOYMS897 Old: IPLOYMS556
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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.


 SHAZNAE NICOLE R. ROBLE

Employee's Printed Name and Signature

2/26/2024

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage:
Employee comment - IPLOYMS897
- better control
- no more issues with the auto-clicks

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage:
Louie Celis comment - IPLOYMS556
- double Click issue
- not for ATD

Admin Use Only	
Check Out Date: Feb 24, 2024	IT Personnel Signature: Louie Celis
Check In Date: Feb 24, 2024	IT Personnel Signature: Louie Celis