



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):

Report

Check-Out by Persons

iPloy, OPC

Person: **Jhamie Myth Sevilla**

Employee ID	3815	Alias	Jamie Sevilla
Name	Jhamie Myth Sevilla	Email	jamie.sevilla@adapthealth.com
Site	ACCT	Department	CSR Phones
Location	A47 Workstation		

Asset Tag ID	Description	Brand	Model
IPLOYMT153	Monitor	AOC	2060W
IPLOYMT400	Monitor	AOC	2060W
IPLOYPC199	Desktop Custom	Custom	Custom
IPLOYAVR842	Generic AVR	Secure	Secure
IPLOYHS1077	USB Headset	Plantronics	Blackwire C3220
5 assets			

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
A4tech	USB Keyboard ▾	A4tech ▾	None ▾
IPLOYMS296	USB Mouse ▾	Logitech ▾	None ▾
IPLOYCAM311	Webcam ▾	A4tech ▾	None ▾
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾

Purpose/Note	Existing assign assets - for Company Assets Accountability Form Total assets assigned: 8
--------------	---

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.

JHAMIE MYTH JEFILLA

Employee's Printed Name and Signature

9/13/23

Date

Remarks Upon Releasing

Is the components working? YES / NO

If NO, please describe the damage:

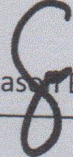
Remarks Upon Return (Admin Use Only)

Is the components working? YES / NO

If NO, please describe the damage:

Admin Use Only

Check Out Date: 4/13/23

IT Personnel Signature:  Jason Enjada

Check In Date:

IT Personnel Signature: