

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: Austine John Cuizon			
Employee ID	3851	Alias	Justin Cuizon
Name	Austine John Cuizon	Email	justin.cuizon@adapthealth.com
Site	ACCT	Department	CSR Phones
Location	A05 Workstation		
Asset Tag ID	Description	Brand	Model
IPLOYCAM88	SD Webcam	A4tech	PK-635G
ISSDLLMT61	Dell Monitor	Dell	E1916HV
IPLOYAVR701	Generic AVR	Secure	Secure
IPLOYHS1205	USB Headset	Plantronics	Blackwire C3220
ISSDLLPC277	i5-10500T 8GB 256GB SSD	Dell	OptiPlex 3090 MFF
IPLOYDLLMT62-1	Dell Monitor	Dell	E1916H
6 assets			

Additional Assigned Assets:

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

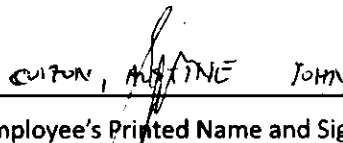
Purpose/Note	Replace assets Old: IPLOYHS896 New: IPLOYHS1205
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Company Asset Cost:

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.



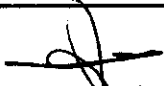

 Employee's Printed Name and Signature

05-12-2023

 Date

Remarks Upon Releasing
Is the components working? YES / NO YES
If NO, please describe the damage:
IPLOYHS1205- Employee comment

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO - NO
If NO, please describe the damage: Headset right speaker is not working
IPLOYHS896 - Rolan Claro comment intermittent issue
NOT FOR ATD

Admin Use Only			
Check Out Date:	May 10, 2023	IT Personnel Signature:	 Rolan Claro
Check in Date:	May 10, 2023	IT Personnel Signature:	 Rolan Claro