



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: Jeffrey Masayon Turnos	
Employee ID	3878
Name	Jeffrey Masayon Turnos
Site	ACCT
Location	F55 Workstation
Alias	Jeffrey Turnos
Email	jeffrey.turnos@adapthealth.com
Department	Snap Authorization

Asset Tag ID	Description	Brand	Model
IPLYMT79	Monitor	AOC	2070
IPLYPC51	Desktop Custom	Custom	Custom
IPLYH5869	USB Headset	Logitech	H570E
IPLYMT270	Monitor	AOC	2070
IPLYAVR657	Generic AVR	Secure	Secure
IPLYCAM373	SD Webcam	A4tech	PK-635G

6 assets

Employee's Printed Name and Signature

M. JEFFREY M. JEFFREY

Date

5/8/2023

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.

Note: Depreciation is subject for top management's approval.

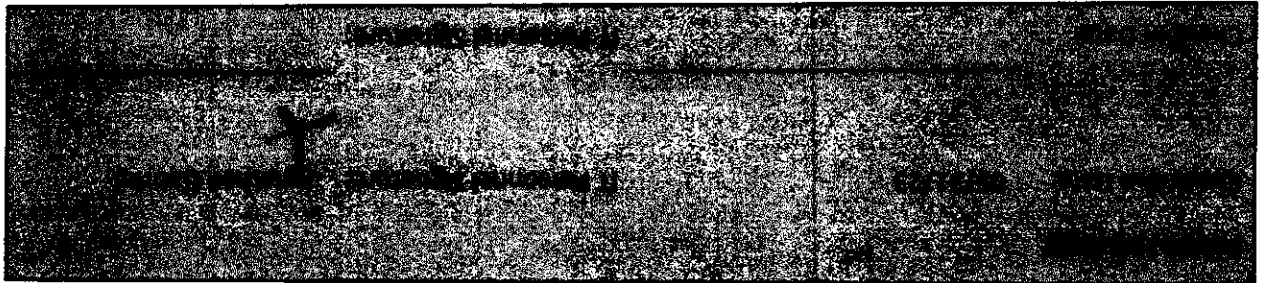
Company Asset	Total Cost	Payable per Pay	Pay Period
System Unit	Php 45,000.00	Php 3,000.00	Payable for 15 pay period
Monitor	Php 10,000.00	Php 2,000.00	Payable for 5 pay period
Headset	Php 2,500.00	Php 850.00	Payable for 3 pay period
Keyboard	Php 500.00	Php 500.00	Payable for 1 pay period
Mouse	Php 500.00	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

Company Asset Cost:



IPLOYKB491	USB Keyboard	Aatech	None
IPLOYMS700	USB Keyboard	Aatech	None
		None	None
		None	None
		None	None
		None	None

Additional Assigned Assets:



Are the components working? YES / NO

Are the components working? YES / NO
If NO, please describe the damage: