








## 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 Assettiger):

Report Check-Out by Persons				iPloy Staffing Solutions	
Person: <b>Barbie Joy Labong Manla</b>					
<b>Employee ID</b>	3896	<b>Alias</b>	Barbie Manla		
<b>Name</b>	Barbie Joy Labong Manla	<b>Email</b>	barbie.manla@adapthealth.com		
<b>Site</b>	ACCT	<b>Department</b>	Patient Pay		
<b>Location</b>	D07 Workstation	<b>Region</b>	Adapt RCM		
Asset Tag ID	Category	Brand	Model	Check-out Date	Asset Photo
IPLOYCAM61	Webcam	A4tech	PK-635G	01/10/2024	
IPLOYKB434	Keyboard			01/10/2024	
IPLOYPC260	System Unit	Custom	Custom	01/10/2024	
IPLOYAVR323	AVR			01/10/2024	
IPLOYHS1042	Headset	Plantronics	Blackwire C3220	06/08/2023	
IPLOYDLLMT17	Monitor	Dell	E1916H	01/10/2024	
IPLOYDLLMT92-1	Monitor	Dell	E1916H	01/10/2024	
<b>7 assets</b>					

**Additional Assigned Assets:**

Asset Tag ID	Description	Brand	Model
	USB Keyboard ▾	None ▾	None ▾
DELL MS	USB Mouse ▾	None ▾	None ▾


Purpose/Note	Transfer station  Total assets assigned: 8
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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.

  
Barbie Joy L. Manla

01/15/2024

Employee's Printed Name and Signature

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage:  There is a physical damage with the headset. Its wire is tearing apart, and it might break sooner or later.

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

Admin Use Only	
Check Out Date: 01/12/24	IT Personnel Signature: Jason Enjada
Check In Date: _____	IT Personnel Signature: _____