

## 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):

Employee ID		4053		Alias		Jett Malacao	
Name		Jayric Malacao		Email		jett.malacao@adapthealth.com	
Site		ACCT		Department		Initial Authorization	
Location		F107 Workstation		Region		NY	

Asset Tag ID	Category	Brand	Check-out Date	Check-out Notes	Return Date	Check-in Notes	Asset Photo
ISSDLLPC265	System Unit	Dell	08/09/2023	new hire			
IPLOYDLLMT57	Monitor	Dell	08/09/2023	new hire			
IPLOYAVR500	AVR	Secure	08/09/2023	new hire			
ISSCAM174	Webcam	A4tech	08/09/2023	new hire			
IPLOYMS01	Mouse		08/09/2023	new hire			
IPLOYDLLMT57-T	Monitor	Dell	08/09/2023	new hire			
ISSHSMN672	Headset	Jabra	06/06/2024	Replacement IPLOYHS1408			
<b>7 assets</b>							

**Additional Assigned Assets:**

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

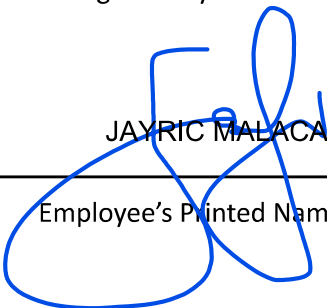
Purpose/Note	Replacement Old: IPLOYHS1408 New: ISSHSMN672 Total assign assets: 8
--------------	--

**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.

  
 JAYRIC MALACAO  
 \_\_\_\_\_  
 Employee's Printed Name and Signature

06/05/2024  
 \_\_\_\_\_  
 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:
For ATD

Admin Use Only	
Check Out Date: Jun 6, 2024	IT Personnel Signature: Jonathan Gabriel
Check In Date: _____	IT Personnel Signature: 