

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: Christyl Peregrino Rosal					
Employee ID	4078	Alias	Cayleen Rosal		
Name	Christyl Peregrino Rosal	Email	cayleen.rosal@adapthealth.com		
Site	Montage 16th	Department	CSR Orders		
Location	C41 Workstation	Region	OHH		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
ISSHSMN842	USB Headset	Jabra	Evolve 20	08/21/2023	
IPLOYCAM125	SD Webcam	A4tech	PK-635G	12/03/2023	
ISSAVRMN458	Generic AVR	Secure	Secure	12/03/2023	
ISSDLLMTM197	Dell Monitor 21.5"	Dell	E2216H	12/03/2023	
ISSDLLMTM309	Dell Monitor 21.5"	Dell	E2216H	12/03/2023	
ISSDLLPCM161	Dell SFF i5-8400 /8GB /120GB	Dell	Optiplex 3060	12/03/2023	
6 assets					

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
Dell	Dell Keyboard	Dell	
Dell	Dell Mouse	Dell	

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.


Christyl Rosal

12/04/23

Employee's Printed Name and Signature


Date

Remarks Upon Releasing

Remarks Upon Return (Admin Use Only)

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

Are the components working? YES / NO
YES

Admin Use Only	
Check Out Date: <u>Dec 3, 2023</u>	IT Personnel Signature: <u>Jonathan Gabriel</u> 
Check In Date: _____	IT Personnel Signature: _____