

## 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: Glennford Bohol     |                     |            |                             |
| Employee ID                 | 411                 | Alias      | Glenn Bohol                 |
| Name                        | Glennford Bohol     | Email      | Glenn.Bohol@adapthealth.com |
| Site                        | Montage 16th        | Department | Cash Posting                |
| Location                    | A98 Workstation     |            |                             |
| Asset Tag ID                | Description         | Brand      | Model                       |
| ISSAVRM11                   | Generic AVR         | Secure     | Secure                      |
| IPLOYHS261                  | USB Headset         | Logitech   | H340                        |
| ISSDLLMTMN272               | Dell Monitor 20"    | Dell       | E2020H                      |
| ISSDLLMTMN273               | Dell Monitor 20"    | Dell       | E2020H                      |
| ISSDLLPCMN129               | i5-10500T 8GB 120GB | Dell       | Optiplex 3080 Micro         |
| <b>5 assets</b>             |                     |            |                             |



