

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 Staffing Solutions	
Person: Joanne Gina Singzon Paradela					
Employee ID	4137	Alias	Ginny Paradela		
Name	Joanne Gina Singzon Paradela	Email	ginny.paradela@adapthealth.com		
Site	ACCT	Department	CSR Phones		
Location	A37 Workstation	Region	NY		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
IPLOYKB481	USB Keyboard			09/20/2023	
IPLOYMS638	USB Mouse			09/20/2023	
ISSHSMN823	USB Headset	Jabra	Evolve 20	09/23/2023	
IPLOYAVR794	Generic AVR	Secure	Secure	09/20/2023	
IPLOYCAM156	SD Webcam	A4tech	PK-635G	09/20/2023	
ISSDLLMT136	Dell Monitor	Dell	E2216H	09/20/2023	
ISSDLLMT244	Dell Monitor	Dell	E2216H	09/20/2023	
ISSDLLPC199	Dell SFF i3-8100 /8GB /240GB	Dell	Optiplex 3060	09/20/2023	
8 assets					

Additional Assigned Assets:

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

Purpose/Note	Check out New 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.

Parndela, Johanne Geina S.
Employee's Printed Name and Signature

October 10, 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:

Admin Use Only	
Check Out Date: 10/06/23	IT Personnel Signature: Jason Ajada
Check In Date: _____	IT Personnel Signature: _____