

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: Kathryn Victoria Maga Tan					
Employee ID	4163	Alias	Kathryn Tan		
Name	Kathryn Victoria Maga Tan	Email	kathryn.tan@adaptihealth.com		
Site	Montage 18th	Department	Documentation		
Location	L30 Workstation	Region	Healthy Living		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
IPLOYDLL12	Dell MFF i3	Dell	Optiplex 3050 MFF	10/04/2023	
ISSCMM573	HD Webcam	A4tech	PK-635P	10/04/2023	
ISSDLLMT26	Dell Monitor	Dell	E1916H	10/04/2023	
ISSHSMN345	USB Headset	Plantronics	Blackwire C3220	10/06/2023	
ISSAVRMN526	Generic AVR	Secure	Secure	10/04/2023	
IPLOYDLLMT12-1	Dell Monitor	Dell	E1916H	10/04/2023	
6 assets					

Additional Assigned Assets:

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

Purpose/Note	Existing Accountability Assets
	Total assets assigned: 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.


KATHRYN VICTORIA M. TAN

10.26.2023

Employee's Printed Name and Signature

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: <u>Sep 27, 2023</u>	IT Personnel Signature: <u>Jonathan Gabriel</u>
Check In Date: _____	IT Personnel Signature: _____