

## 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: <b>Kate Jashmine Quianzon Lambino</b>					
Employee ID	4175	Alias	Kate Lambino		
Name	Kate Jashmine Quianzon Lambino	Email	kate.lambino@adapthealth.com		
Site	ACCT	Department	PAP Resupply OHH		
Location	B05 Workstation	Region	Adapt PAP Resupply		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
IPLOYKB551	USB Keyboard			10/12/2023	
ISSDLLMT73	Dell Monitor	Dell	E1916HV	10/12/2023	
IPLOYAVR685	Generic AVR	Secure	Secure	10/12/2023	
IPLOYCAM237	SD Webcam	A4tech	PK-635G	10/12/2023	
IPLOYHS1340	USB Headset	Plantronics	Blackwire C3220	10/17/2023	
ISSDLLPC266	i5-10500T 8GB 256GB SSD	Dell	OptiPlex 3090 MFF	10/12/2023	
IPLOYDLLMT101	Dell Monitor	Dell	E1916H	10/12/2023	
<b>7 assets</b>					

**Additional Assigned Assets:**

Asset Tag ID	Description	Brand	Model
	USB Keyboard ▾	None ▾	None ▾
DELL MS	USB Mouse ▾	Dell ▾	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.

KATE JASMINE Q. LAMBIND  
Employee's Printed Name and Signature

10/20/2023  
Date



### Company Asset Accountability Form

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: 10/17/23	IT Personnel Signature: Jason Enjada
Check In Date: _____	IT Personnel Signature: _____

Employee ID	4175
Name	Kate Jasmine Quizon Lambino
Emp. ACCT	ACCT
Location	BSG Workshop

Alias	Kate Lambino
Email	kate.lambino@iploy.com
Department	HR Supply Chain
Region	Adapt HR Supply

Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
PL0205001	USB Keyboard			10/17/2023	
002010479	Cell Monitor	Dell	E1915HV	10/12/2023	
PL0205003	Smart AVR	Senko	Senko	10/12/2023	
WPL0205007	SD Webcam	A4Tech	PK6300	10/12/2023	
WPL0205140	USB Headset	Plantronics	Blackwire C3220	10/17/2023	
002010480	SPICOMT 6GB 250GB	Dell	OptiFlex 3090	10/12/2023	
WPL0205141	Cell Monitor	Dell	E1915HV	10/12/2023	