

## 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: Jan Amiel Laugo De Gracia					
Employee ID	4182	Alias	Jase DeGracia		
Name	Jan Amiel Laugo De Gracia	Email	jase.degracia@adapthealth.com		
Site	ACCT	Department	Patient Pay		
Location	C14 Workstation	Region	Adapt RCM		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
IPLOYPC42	Desktop Custom	Custom	Custom	10/19/2023	
IPLOYKB431	USB Keyboard			10/19/2023	
IPLOYMS578	USB Mouse			10/19/2023	
IPLOYMT108	Monitor	AOC	2060W	10/19/2023	
IPLOYMT304	Monitor	AOC	2060W	10/19/2023	
IPLOYAVR819	Generic AVR	Secure	Secure	10/19/2023	
IPLOYCAM152	SD Webcam	A4tech	PK-635G	10/19/2023	
IPLOYHS1186	USB Headset	Plantronics	Blackwire C3220	10/21/2023	
<b>8 assets</b>					

**Additional Assigned Assets:**

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

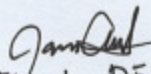
Purpose/Note	Check out New Total assets assigned: 8
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**Company Asset Cost:**

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.

  
 JAN AMIEL L. DE GRACIA

Employee's Printed Name and Signature

10 / 29 / 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:

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 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.

Admin Use Only	
Check Out Date: 10/24/23	IT Personnel Signature: Jason Enjada
Check In Date: _____	IT Personnel Signature: _____

Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
PLOYM142	Desktop Computer	Custom	Custom	10/16/2023	
PLOYM201	USB Keyboard			10/19/2023	
PLOYM217	USB Mouse			10/19/2023	
PLOYM188	Monitor	AGC	2009V	10/19/2023	
PLOYM184	Monitor	AGC	2009V	10/19/2023	
PLOYM189	Generic MP3	Secure	Secure	10/19/2023	
PLOYM1152	SD Webcam	A-Ron	PC-1500	10/19/2023	
PLOYM224	USB Keyboard	Phisonix	Model: K2130	10/21/2023	