

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: Mitche Ann Logico Cardenis					
Employee ID	4190	Alias	Maegan Cardenis		
Name	Mitche Ann Logico Cardenis	Email	maegan.cardenis@adapthealth.com		
Site	ACCT	Department	CSR Phones		
Location	A22 Workstation	Region	NY		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
ISSCAM186	SD Webcam	A4tech	PK-635G	10/13/2023	
IPLOYAVR850	Generic AVR	Secure	Secure	10/13/2023	
IPLOYHS1421	USB Headset	Jabra	Evolve 20	10/21/2023	
ISSDLLMT271	Dell Monitor	Dell	E2216H	10/13/2023	
ISSDLLMT406	Dell Monitor 21.5"	Dell	E2216H	10/13/2023	
ISSDLLPC154	Dell SFF i3	Dell	Optiplex 3050 SFF	10/13/2023	
6 assets					

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
DELL KB	USB Keyboard ▾	Dell ▾	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.


MITCHEL ANN L. CHARDEUS
 Employee's Printed Name and Signature

10-24-2023
 Date

Remarks Upon Releasing

Remarks Upon Return (Admin Use Only)



Is the components working? YES / NO

If NO, please describe the damage:

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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
W000000000	HP Monitor	A4Tech	PK-6300	10/13/2023	
W000000000	Canon Lens	Canon	50mm	10/13/2023	
W000000000	HP Monitor	HP	Elite Z8	10/13/2023	
W000000000	HP Printer	HP	522101	10/13/2023	
W000000000	HP Printer	HP	522101	10/13/2023	
W000000000	HP Printer	HP	OfficeJet 3870 G7	10/13/2023	