

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: Kimberly Mae Cabañero Laborte					
Employee ID	4194	Alias	Kelly Laborte		
Name	Kimberly Mae Cabañero Laborte	Email	kelly.laborte@adapthealth.com		
Site	ACCT	Department	CSR Phones		
Location	C93 Workstation	Region	NY		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
IPLOYAVR257	Generic AVR			10/19/2023	
IPLOYCAM257	SD Webcam	A4tech	PK-635G	10/19/2023	
IPLOYHS1100	USB Headset	Plantronics	Blackwire C3220	10/21/2023	
ISSDLLPC222	Dell SFF i3-8100 /8GB /240GB	Dell	Optiplex 3060	10/19/2023	
IPLOYDLLMT86	Dell Monitor	Dell	E1916H	10/19/2023	
IPLOYDLLMT69-1	Dell Monitor	Dell	E1916H	10/19/2023	
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:

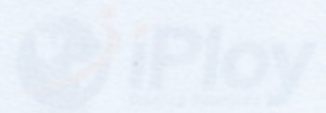
Company Asset	Total Cost	Payable per Pay	Pay Period
System Unit	Php 45,000.00	Php 3,000.00	Payable for 15 pay period
Monitor	Php 10,000.00	Php 2,000.00	Payable for 5 pay period
Headset	Php 2,500.00	Php 850.00	Payable for 3 pay period
Keyboard	Php 500.00	Php 500.00	Payable for 1 pay period
Mouse	Php 500.00	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.

Kimbetly Magd C. Laborte
Employee's Printed Name and Signature

Oct 28, 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: 10/24/23	IT Personnel Signature: Jason Enjada
Check In Date: _____	IT Personnel Signature: _____

Employee ID: 4154	Name: Kelly Labonte
Name: Kimberly Ann Colangelo Labonte	Email: Kelly.Labonte@iployhealth.com
Title: ADOT	Department: Call Phones
Location: CWR Manhattan	Region: NY

Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
IP123456789	Generic Asset			10/24/2023	
IP123456789	IP Webcam	AAWeb	PC-0350	10/19/2023	
IP123456789	USB Headset	Plantronics	Blackwire 3220	10/21/2023	
IP123456789	DocuPrint P1400 A300 / C1400	Docu	DocuPrint 3000	10/19/2023	
IP123456789	Cell Phone	Samsung	E1910H	10/19/2023	
IP123456789	Cell Phone	Samsung	E1910H	10/19/2023	