

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 <small>Check-Out by Persons</small>		iPloy Staffing Solutions			
Person: Mariejo Rondero Indoy					
Employee ID	4199	Alias	Melody Indoy		
Name	Mariejo Rondero Indoy	Email	melody.indoy@adapthealth.com		
Site	Montage 16th	Department	60 MC Restart		
Location	E73 Workstation	Region	Adapt RCM		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
IPLOYKB618	USB Keyboard	A4tech	KRS-8372 Combo	12/22/2023	
ISSCMM384	HD Webcam	A4tech	PK-635P	10/25/2023	
ISSHSMN388	USB Headset	Plantronics	Blackwire C3220	10/28/2023	
ISSAVRMN122	Generic AVR	Secure	Secure	10/25/2023	
ISSDLLMTM182	Dell Monitor 21.5"	Dell	E2216H	10/25/2023	
ISSDLLPCMN48	Dell SFF i5-9500 /8GB /120GB	Dell	Optiplex 3070	10/25/2023	
ISSDLLMTMN165	Dell Monitor 21.5"	Dell	E2216H	10/25/2023	
7 assets					

Additional Assigned Assets:

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

Purpose/Note	Replacement ▾ Old: Dell KB New: IPLOYKB618
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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.



MARIEJO R. INDOY

12/22/2023

Employee's Printed Name and Signature

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - IPLOYKB618

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: Jason Enjada comment - Dell KB

Admin Use Only	
Check Out Date: Dec 16, 2023	IT Personnel Signature: Jason Enjada
Check In Date: Dec 16, 2023	IT Personnel Signature: Jason Enjada