

## 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: <b>Jenelyn Canubida Dejito</b>					
Employee ID	4224	Alias	Jen Dejito		
Name	Jenelyn Canubida Dejito	Email	jen.dejito@adapthealth.com		
Site	ACCT	Department	CSR Phones		
Location	C98 Workstation	Region	OHH		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
ISSCAM189	SD Webcam	A4tech	PK-635G	11/10/2023	
IPLOYKB384	USB Keyboard			11/10/2023	
IPLOYMS743	USB Mouse			11/10/2023	
ISSDLLPC61	Dell SFF i3	Dell	Optiplex 3050 SFF	11/10/2023	
IPLOYAVR665	Generic AVR	Secure	Secure	11/10/2023	
IPLOYHS1125	USB Headset	Plantronics	Blackwire C3220	11/16/2023	
IPLOYDLLMT05-1	Dell Monitor	Dell	E1916H	11/10/2023	
IPLOYDLLMT103-1	Dell Monitor	Dell	E1916H	11/10/2023	
<b>8 assets</b>					

**Additional Assigned Assets:**

Asset Tag ID	Description	Brand	Model
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾
	None ▾	None ▾	None ▾


Purpose/Note	New Hire
	Total assets assigned: 0

**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.

  
 Jerrisa Deird  
 Employee's Printed Name and Signature

11/21/2023  
 Date

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: Nov 22, 2023	IT Personnel Signature: Jonathan Gabriel
Check In Date:	IT Personnel Signature: