

## 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: <b>Emmanuel Menoza Manlanot</b>					
Employee ID	4256	Alias	Edward Manlanot		
Name	Emmanuel Menoza Manlanot	Email	edward.manlanot@adapthealth.com		
Site	ACCT	Department	CSR Phones		
Location	C78 Workstation	Region	Bennett		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
IPLOYKB113	USB Keyboard			11/30/2023	
IPLOYMS113	USB Mouse			11/30/2023	
ISSDLLMT97	Dell Monitor	Dell	E1916HV	11/30/2023	
ISSHSMN818	USB Headset	Jabra	Evolve 20	12/02/2023	
IPLOYAVR570	Generic AVR	Secure	Secure	11/30/2023	
IPLOYCAM375	SD Webcam	A4tech	PK-635G	11/30/2023	
ISSDLLPC232	Dell SFF i5-8400 /8GB /128GB	Dell	Optiplex 3060	11/30/2023	
IPLOYDLLMT46	Dell Monitor	Dell	E1916H	11/30/2023	
<b>8 assets</b>					

**Additional Assigned Assets:**

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


Purpose/Note	Assigned Assets
	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.

  
Emmanuel Mithunor

12-02-23

Employee's Printed Name and Signature

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: Dec 2, 2023	IT Personnel Signature: Jonathan Gabriel
Check In Date:	IT Personnel Signature: