

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: Franciene Kaye Policarpio Bucao					
Employee ID	4277	Alias	Frankie Bucao		
Name	Franciene Kaye Policarpio Bucao	Email	frankie.bucao@adapthealth.com		
Site	Montage 16th	Department	Documentation		
Location	C75 Workstation	Region	PCS		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
ISSCMM50	SD Webcam	A4tech	PK-635G	12/08/2023	
IPLOYMS875	USB Mouse	A4tech	KRS-8372 Combo	12/15/2023	
ISSHSMN897	USB Headset	Jabra	Evolve 20	12/12/2023	
ISSAVRMN480	Generic AVR	Secure	Secure	12/08/2023	
ISSDLLMT476	Dell Monitor 21.5"	Dell	E2220H	12/08/2023	
ISSDLLMT485	Dell Monitor 21.5"	Dell	E2220H	12/08/2023	
ISSDLLPCM128	Dell SFF i5-8400 /8GB /120GB	Dell	Optiplex 3060	12/08/2023	
7 assets					

Additional Assigned Assets:

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

Purpose/Note	Replacement ▾ Old: IPLOYMS680 New: IPLOYMS875
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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.

FRANCIENE KAYE P. BUCAO

 Employee's Printed Name and Signature





12/15/2023

 Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage: Employee comment - IPLOYMS875

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: Rolan Claro comment - IPLOYMS680 - Mouse scroll is intermittent issue/not working. (not for ATD)

Admin Use Only			
Check Out Date:	Dec 13, 2023	IT Personnel Signature:	 Rolan Claro
Check In Date:	Dec 13, 2023	IT Personnel Signature:	 Rolan Claro