

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: Jerryl Tura					
Employee ID	4305	Alias	Jerrell Tura		
Name	Jerryl Tura	Email	jerrell.tura@adapthealth.com		
Site	Montage 18th	Department	Intake		
Location	N106 Workstation	Region	AA Medical		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
ISSAVR89	Generic AVR	Secure		12/16/2023	
ISSDLLPC82	Dell SFF i3	Dell	Optiplex 3050 SFF	12/16/2023	
ISSHSMN327	USB Headset	Plantronics	Blackwire C3220	12/22/2023	
IPLOYCAM272	SD Webcam	A4tech	PK-635G	12/16/2023	
ISSDLLMT197	Dell Monitor	Dell	E2216H	12/16/2023	
ISSDLLMTMN110	Dell Monitor 21.5"	Dell	E2216H	12/16/2023	
6 assets					

Additional Assigned Assets:

Asset Tag ID	Description	Brand	Model
DELL KB	USB Keyboard ▾	Dell ▾	None ▾
DELL MS	USB Mouse ▾	Dell ▾	None ▾

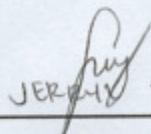
Purpose/Note	Check Out New
	Total assets assigned:

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.


 JEREMY TURA

Employee's Printed Name and Signature

12-26-23

Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage:
The AVR's red light won't turn on. Back up

Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage:
Cleared

Admin Use Only	
Check Out Date: 12/23/23	IT Personnel Signature: Jason Ejada
Check In Date: _____	IT Personnel Signature: _____

Asset Tag #	Description	Brand	Model	Checked Out Date	Return Date
102457102	Unbranded RAM	Seagate		12/16/2023	
102457103	Def. Storage	HP	Compaq 3910 S3	12/16/2023	
102457107	USB Headset	Plantronics	Blackwire C5220	12/27/2023	
102457108	SD Memory	Adaptec	PA-6550	12/16/2023	
102457109	Def. Storage	HP	C210H	12/16/2023	
102457110	Def. Storage 34 TB	HP	C210H	12/16/2023	