

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: Isagani Torres Remoto					
Employee ID	4306	Alias	Izzy Remoto		
Name	Isagani Torres Remoto	Email	izzy.remoto@adapthealth.com		
Site	Montage 18th	Department	Intake		
Location	N87 Workstation	Region	Northern California - Corona		
Asset Tag ID	Description	Brand	Model	Check-out Date	Return Date
ISSAVR10	Generic AVR	Secure		12/16/2023	
IPLOYKB234	USB Keyboard			12/16/2023	
IPLOYMS203	USB Mouse			12/16/2023	
ISSCMM103	SD Webcam	A4tech	PK-635G	12/16/2023	
ISSDLLPC07	Dell SFF i3	Dell	Optiplex 3050 SFF	12/16/2023	
ISSHSMN918	USB Headset	Jabra	Evolve 20	12/22/2023	
ISSDLLMTM218	Dell Monitor 21.5"	Dell	E2216H	12/16/2023	
ISSDLLMTMN134	Dell Monitor 21.5"	Dell	E2216H	12/16/2023	
8 assets					

Additional Assigned Assets:

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

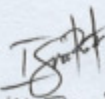
Purpose/Note	Check Out New
	Total assets assigned:

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.

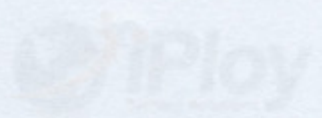
By signing this Company Asset Accountability Form, I hereby acknowledge that I have completely read and fully understand all the provisions of this form and should not hold the company liable for any loss or damages of my assets and accountabilities while the items are in my possession.


ISAGANI T. REMOTO

Employee's Printed Name and Signature

12/26/2023

Date



Company Asset Accountability Form

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:
Cleared

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

Device ID	Asset	Brand	Model	Check Out Date	Return Date
01000001	Lenovo ThinkPad	Lenovo	ThinkPad	12/15/2023	
01000002	HP Laptop	HP	HP Laptop	12/15/2023	
01000003	HP Laptop	HP	HP Laptop	12/16/2023	
01000004	HP Laptop	HP	HP Laptop	12/16/2023	
01000005	HP Laptop	HP	HP Laptop	12/16/2023	
01000006	HP Laptop	HP	HP Laptop	12/23/2023	
01000007	HP Laptop 21.5"	HP	HP Laptop	12/16/2023	
01000008	HP Laptop 21.5"	HP	HP Laptop	12/16/2023	