







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: Christine Bubuli Bacornay					
Employee ID	4346	Alias	Clee Bacornay		
Name	Christine Bubuli Bacornay	Email	clee.bacornay@adapthealth.com		
Site	Montage 18th	Department	CSR Phones		
Location	K50 Workstation	Region	Verio		
Asset Tag ID	Category	Brand	Model	Check-out Date	Asset Photo
ISSCAMM482	Webcam	A4tech	PK-635P	01/04/2024	
ISSDLLPC13	System Unit	Dell	Optiplex 3050 SFF	01/04/2024	
ISSHSMN563	Headset	Jabra	Evolve 20	01/04/2024	
ISSAVRMN671	AVR	Secure	Secure	01/04/2024	
ISSDLLMTMN501	Monitor	Dell	P2217	01/04/2024	
ISSDLLMTMN502	Monitor	Dell	P2217	01/04/2024	
6 assets					

Additional Assigned Assets:

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

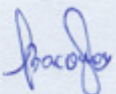
Purpose/Note	Check out new Total assets assigned: 8
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Company Asset Cost:

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.

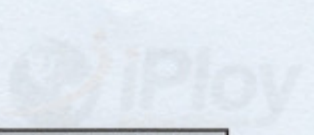
By signing this Company Asset Accountability Form, I hereby acknowledge that I have completely read and fully understand all the provisions of this form and should not hold the company liable for any loss or damages of my assets and accountabilities while the items are in my possession.


CHRISTINE BACORUAT

01/04/24

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: 01/03/24	IT Personnel Signature: Jason Enjada
Check In Date: _____	IT Personnel Signature: _____

Asset ID	Category	Serial	Model	Check-out Date	Asset Photo
1000000001	Monitor	1000000001	HP 2309	01/03/2024	
1000000002	Keyboard	1000000002	Logitech K120	01/03/2024	
1000000003	Mouse	1000000003	Logitech M305	01/03/2024	
1000000004	Monitor	1000000004	HP 2309	01/03/2024	
1000000005	Keyboard	1000000005	Logitech K120	01/03/2024	
1000000006	Mouse	1000000006	Logitech M305	01/03/2024	