









## 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: <b>Jonvic Doroy Albar</b>					
Employee ID	4358	Alias	John Albar		
Name	Jonvic Doroy Albar	Email	john.albar@adapthealth.com		
Site	Montage 18th	Department	Asset Recovery		
Location	L92 Workstation	Region	Aerocare RCM		
Asset Tag ID	Category	Brand	Model	Check-out Date	Asset Photo
IPLOYKB341	Keyboard			01/05/2024	
IPLOYMS417	Mouse			01/05/2024	
ISSCAMM509	Webcam	A4tech	PK-635P	01/05/2024	
ISSHSMN331	Headset	Plantronics	Blackwire C3220	01/09/2024	
ISSAVRMN532	AVR	Secure	Secure	01/05/2024	
ISSDLLPCM09	System Unit	Dell	Dell Optiplex 3060	01/05/2024	
ISSDLLMTM221	Monitor	Dell	E2216H	01/05/2024	
ISSDLLMTM256	Monitor	Dell	E2216H	01/05/2024	
<b>8 assets</b>					

**Additional Assigned Assets:**

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

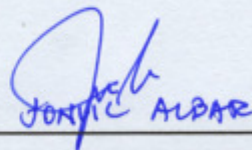
<b>Purpose/Note</b>	Check out new  Total assets assigned: 8
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**Company Asset Cost:**

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.

  
JONATHAN ALDAR

Employee's Printed Name and Signature

1/9/2024

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: 01/09/24	IT Personnel Signature: Jason Ejada
Check In Date: _____	IT Personnel Signature: _____

Asset ID	Asset Name	Asset Type	Asset Location	Asset Status	Asset Date	Asset Photo
ASSET001	Desktop PC	PC	IT Dept	Available	01/09/2024	[Photo]
ASSET002	Laptop	Laptop	IT Dept	Available	01/09/2024	[Photo]
ASSET003	Server	Server	IT Dept	Available	01/09/2024	[Photo]
ASSET004	Printer	Printer	IT Dept	Available	01/09/2024	[Photo]
ASSET005	Monitor	Monitor	IT Dept	Available	01/09/2024	[Photo]
ASSET006	Mouse	Mouse	IT Dept	Available	01/09/2024	[Photo]
ASSET007	Keyboard	Keyboard	IT Dept	Available	01/09/2024	[Photo]