


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: Ailene Maribojoc Tequillo					
Employee ID	4393	Alias	Aileen Tequillo	Name	Ailene Maribojoc Tequillo
Site	Montage 16th	Email	aileen.tequillo@adapthealth.com	Department	60 MC Restart
Location	E57 Workstation	Region	Adapt RCM	Asset Tag ID	Category
				Brand	Model
				Check-out Date	Asset Photo
IPLOYKB531	Keyboard			01/13/2024	
ISSCAMM342	Webcam	A4tech	PK-635P	01/13/2024	
ISSHSMN967	Headset	Jabra	Evolve 20	01/16/2024	
ISSAVRMN139	AVR	Secure	Secure	01/13/2024	
ISSDLLPCM78	System Unit	Dell	Dell Optiplex 3060	01/13/2024	
ISSDLLMTMN323	Monitor	Dell	E2220H	01/13/2024	
ISSDLLMTMN328	Monitor	Dell	E2220H	01/13/2024	
7 assets					



Additional Assigned Assets:

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

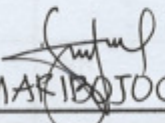
Purpose/Note	Check out New Total assets assigned: 8
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Company Asset Cost:

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.

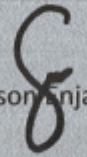
By signing this Company Asset Accountability Form, I hereby acknowledge that I have completely read and fully understand all the provisions of this form and should not hold the company liable for any loss or damages of my assets and accountabilities while the items are in my possession.


AILENE MARIBOJOC TEQUILLO
 Employee's Printed Name and Signature

January 16, 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: 01/16/24	IT Personnel Signature:  Jason Anjada
Check In Date: _____	IT Personnel Signature: _____

Monitor	Php 10,000.00	Php 2,000.00	Payable for 3 pay period
Headset	Php 2,500.00	Php 850.00	Payable for 3 pay period
Keyboard	Php 500.00	Php 370.00	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
AVB	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.


AILEEN MARIBATO TESALIDO
 Employee's Printed Name and Signature

January 16, 2024
 Date