







### 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):

Person: <b>Karyl Dum dum Pacinio</b>					
<b>Employee ID</b>	4418	<b>Alias</b>	Karli Pacinio		
<b>Name</b>	Karyl Dum dum Pacinio	<b>Email</b>	karli.pacinio@adapthealth.com		
<b>Site</b>	Montage 16th	<b>Department</b>	Stop / Held Patient Contact		
<b>Location</b>	E53 Workstation	<b>Region</b>	Adapt RCM		
Asset Tag ID	Category	Brand	Model	Check-out Date	Asset Photo
ISSCAMM347	Webcam	A4tech	PK-635P	01/19/2024	
ISSHSMN841	Headset	Jabra	Evolve 20	01/20/2024	
ISSAVRMN114	AVR	Secure	Secure	01/19/2024	
ISSDLLMTM91	Monitor	Dell	E2216H	01/19/2024	
ISSDLLMTM272	Monitor	Dell	E2216H	01/19/2024	
ISSDLLPCMN95	System Unit	Dell	Optiplex 3080 Micro	01/19/2024	
<b>6 assets</b>					

**Additional Assigned Assets:**

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

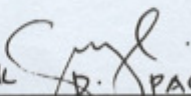
Purpose/Note	Check out new  Total assets assigned: 8
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**Company Asset Cost:**

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.*

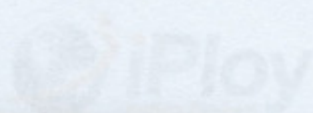
By signing this Company Asset Accountability Form, I hereby acknowledge that I have completely read and fully understand all the provisions of this form and should not hold the company liable for any loss or damages of my assets and accountabilities while the items are in my possession.

KAR-IL  PACINO

Employee's Printed Name and Signature

1/22/24

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: 01/20/24	IT Personnel Signature: Jason Enjada
Check In Date: _____	IT Personnel Signature: _____

Employee ID	Full Name	Alias	Role/Function
000000001	John Doe	John	System Admin
000000002	Jane Smith	Jane	IT Support
000000003	Mike Johnson	Mike	Network Admin
000000004	Sarah Lee	Sarah	Helpdesk
000000005	David Kim	David	System Admin
000000006	Emily White	Emily	IT Support
000000007	Chris Brown	Chris	Network Admin
000000008	Alex Green	Alex	Helpdesk
000000009	Nora Black	Nora	System Admin
000000010	Kevin Gray	Kevin	IT Support

Asset ID	Category	Brand	Model	Check-out Date	Asset Status
000000001	Workstation	Asus	PN4200P	01/15/2024	Active
000000002	Peripherals	Logitech	MX550	01/20/2024	Active
000000003	Server	Dell	R730	01/10/2024	Active
000000004	Printer	HP	4025dn	01/18/2024	Active
000000005	Network	Dell	R730	01/15/2024	Active
000000006	System Unit	Dell	Optiplex 3090 Micro	01/19/2024	Active