


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):

Asset Tag ID	Description	Brand	Model
ISSAVR175	Generic AVR	Secure	Secure
IPLOYHS304	USB Headset	Logitech	H340
ISSDLLPC63	Dell SFF i3	Dell	Optiplex 3050 SFF
IPLOYCAM305	SD Webcam	A4tech	PK-635G
ISSDLLMT351	Dell Monitor 21.5"	Dell	E2216H
ISSDLLMTM27	Dell Monitor 21.5"	Dell	E2216H
6 assets			

 **Report** Check-Out by Persons

iPloy, OPC 

Person: **Queenly Gelig**

Employee ID	469	Alias	Queenie Gelig
Name	Queenly Gelig	Email	Queenie.Gelig@adapthealth.com
Site	Montage 16th	Department	Posting
Location	A88 Workstation		

Additional Assigned Assets:

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

Purpose/Note	Existing assign assets - for Company Assets Accountability Form 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.

Quenny Louis ydy
Employee's Printed Name and Signature

April 11, 2023
Date

Remarks Upon Releasing
Are the components working? <input checked="" type="radio"/> YES / NO
If NO, please describe the damage:
FYI - My equipment and tools ^{ASSETS} was released or was given to me ^{since} year 2019. Please ^{check} the wirings connected to my AVR coz it's very sensitive - £.

Remarks Upon Return (Admin Use Only)
Are the components working? YES / NO
If NO, please describe the damage:

Admin Use Only	
Check Out Date: 04/11/23	IT Personnel Signature: 
Check In Date: _____	IT Personnel Signature: _____