









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):

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Employee ID</td> <td>4727</td> </tr> <tr> <td>Name</td> <td>John Gerald Basalo</td> </tr> <tr> <td>Site</td> <td>ACDT</td> </tr> <tr> <td>Location</td> <td>B37 Workstation</td> </tr> </table>				Employee ID	4727	Name	John Gerald Basalo	Site	ACDT	Location	B37 Workstation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Alias</td> <td>Joe Basalo</td> </tr> <tr> <td>Email</td> <td>joe.basalo@adapthealth.com</td> </tr> <tr> <td>Department</td> <td>PAP Phones</td> </tr> <tr> <td>Region</td> <td>OHH</td> </tr> </table>				Alias	Joe Basalo	Email	joe.basalo@adapthealth.com	Department	PAP Phones	Region	OHH
Employee ID	4727																						
Name	John Gerald Basalo																						
Site	ACDT																						
Location	B37 Workstation																						
Alias	Joe Basalo																						
Email	joe.basalo@adapthealth.com																						
Department	PAP Phones																						
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Asset Tag ID	Category	Brand	Check-out Date	Check-out Notes	Return Date	Check-in Notes	Asset Photo																
IPLOYPC186	System Unit	Custom	05/23/2024	New hire																			
IPLOYMT124	Monitor	AOC	05/23/2024	New hire																			
ISSAVRMN280	AVR	Secure	05/23/2024	New hire																			
IPLOYCAM225	Webcam	A4tech	05/23/2024	New hire																			
IPLOYKB247	Keyboard		05/23/2024	New hire																			
IPLOYMT549	Monitor	AOC	05/23/2024	New hire																			
IPLOYMS324	Mouse		05/23/2024	New hire																			
ISSHSMN217	Headset	Plantronics	06/05/2024	Newbie																			

Additional Assigned Assets:

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


Purpose/Note	Existing assign assets for Company Asset Accountability Form
	Total assign assets: 8

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.


John Gerald R. Basco
 Employee's Printed Name and Signature

6/14/24
 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:	Jun 6, 2024
IT Personnel Signature:	Jonathan Gabriel
Check In Date:	
IT Personnel Signature:	