

## 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.
- I understand that should there be changes on the asset/s, I will be notified through email.

### Assigned Assets (Based on Assettigger):

 **Report** Check-Out by Persons

iPloy Staffing Solutions

Person: Bebeilyn Tacoloy Baclayon									
Employee ID: 5130					Alias: Bev Baclayon				
Name: Bebeilyn Tacoloy Baclayon					Email: bev.baclayon@adapthealth.com				
Site: ACCT					Location: A68 Workstation				
Asset Tag ID	Category	Brand	Check-Out Action by	Check-out Date	Check-out Notes	Check-In Action by	Return Date	Check-in Notes	Asset Photo
IPLOYDLL37	System Unit	Dell	Jan Montes	11/21/2024	New hire				
IPLOYDLLMT91-1	Monitor	Dell	Jan Montes	11/21/2024	New hire				
IPLOYAVR532	AVR	Secure	Jan Montes	11/21/2024	New hire				
IPLOYCAM253	Webcam	A4tech	Jan Montes	11/21/2024	New hire				
IPLOYKB724	Keyboard	A4tech	Jan Montes	11/21/2024	New hire				
IPLOYDLLMT94-1	Monitor	Dell	Jan Montes	11/21/2024	New hire				
ISSHSMN826	Headset	Jabra	Jiason Enjada	11/21/2024	New hire				
<b>7 assets</b>									

**Additional Assigned Assets:**

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


Purpose/Note	New hire ▾
	Number of 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.

  
 BEBELYN T. BACLAYAN  
 \_\_\_\_\_  
 Employee's Printed Name and Signature

NOV. 21, 2024  
 \_\_\_\_\_  
 Date

Remarks Upon Releasing
Is the components working? YES / NO
If NO, please describe the damage:
Employee comment - YES

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

Admin Use Only	
Check Out Date: Nov 21, 2024	IT Personnel Signature: Jason Enjada
Check In Date:	IT Personnel Signature: