

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: Abigail Grace Abellanosa Garcia								
Employee ID		5247		Alias		Aubrey Garcia		
Name		Abigail Grace Abellanosa Garcia		Email		aubrey.garcia@adapthealth.com		
Site		ACCT		Location		C99 Workstation		
Asset Tag ID	Category	Brand	Check-Out Action by	Check-out Date	Check-out Notes	Return Date	Check-in Notes	Asset Photo
ISSDLLPC236	System Unit	Dell	Cyvin Lopez	12/20/2024	New Hire			
IPLOYAVR01	AVR	Secure	Cyvin Lopez	12/20/2024	New Hire			
ISSCAM195	Webcam	A4tech	Cyvin Lopez	12/20/2024	New Hire			
IPLOYKB474	Keyboard		Cyvin Lopez	12/20/2024	New Hire			
IPLOYMT159	Monitor	AOC	Cyvin Lopez	12/20/2024	New Hire			
IPLOYMT275	Monitor	AOC	Cyvin Lopez	12/20/2024	New Hire			
IPLOYMS630	Mouse		Cyvin Lopez	12/20/2024	New Hire			
IPLOYHS1294	Headset	Plantronics	Jason Enjada	12/24/2024	New hire			
8 assets								

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

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: Dec 19, 2024	IT Personnel Signature: Jason Enjada
Check In Date:	IT Personnel Signature: