

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):

Asset Tag ID		Description	Brand	Model
iPLOYAVR55		Generic AVR		
iPLOYHS974		USB Headset	Logitech	H570E
ISSCAMM208		HD Webcam	A4tech	PK-635P
ISSDLLMT150		Dell Monitor	Dell	E2216H
ISSDLLMT232		Dell Monitor	Dell	E2216H
ISSDLLPC285		i5-10500T 8GB 256GB SSD	Dell	OptiPlex 3090 MFF
6 assets				

Person: Runel Rellen	
Employee ID	893
Name	Runel Rellen
Site	ACCT
Location	F99 Workstation

Alias	Ross Rellen
Email	Ross.Rellen@adapthealth.com
Department	Initial Authorization

Report Check-Out by Persons

iPloy, OPC

Date 05-12-2023

Employee's Printed Name and Signature
Carla H. Natter
Kenneth G. Kellen

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.

Note: Depreciation is subject for top management's approval.

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

Company Asset Cost:

Purpose/Note	Old: IPLOYHS994 New: IPLOYHS974
Replace assets	

Asset Tag ID	Description	Brand	Model
Dell	USB Keyboard	Dell	None
IPLOYMS699	USB Mouse	Atech	None
	None	None	None
	None	None	None
	None	None	None
	None	None	None

Additional Assigned Assets:

Admin Use Only	
Check Out Date: May 9, 2023	IT Personnel Signature: Jonathan Gabriel
Check In Date: May 9, 2023	IT Personnel Signature: Jonathan Gabriel

Remarks Upon Releasing
IPLOYHS974 - Employee comment
If NO, please describe the damage:
IPLOYHS994 - Jonathan Gabriel comment
Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage:

Remarks Upon Releasing
IPLOYHS974 - Employee comment
If NO, please describe the damage:
IPLOYHS994 - Jonathan Gabriel comment
Remarks Upon Return (Admin Use Only)
Is the components working? YES / NO
If NO, please describe the damage: