

Accounting Department

This document serves as a formal record of the laptop issued by the IT Department to the Accounting Department for business-related operations. It ensures accountability, accurate asset tracking, and awareness of the device's specifications.

Maricris Benedicto

IT Asset Specification Sheet

Item Type: Laptop

Issued To: Ms. Marianne Kristel Lumancas

Department: Accounting

Date Issued: February 27, 2025

Laptop Details

- **Brand & Model:** Gigabyte G6X9MG
- **Color:** Gunmetal Gray
- **Processor:** 13th Gen Intel Core i7-13650HX
- **RAM:** 16GB DDR5-SODIMM
- **Storage:** 256GB SSD
- **Display:** 16.0"
- **Serial Number:** SN24A1000074
- **Accessories Included:**
 - 1x Laptop Charger
 - 1x Laptop Bag

Contract Form

B W **MGM Blendwell Corporation**

MGM Blendwell Corporation

Block 4 Lot 14 Phase 2 Cavite Light Industrial Park Brgy. Maguyam Silang, Cavite Philippines

Tel #: (02) 8533-511 loc. 109

E-mail: info@mgmblendwell.com.ph

February 27, 2025

Ms. Marianne Kristel Lumancas

Accounting Supervisor

MGM Blendwell Corporation

Subject: Issuance of Gigabyte Laptop

Dear Ms. Lumancas,

We are pleased to inform you that you have been assigned a one (1) Gigabyte Intel Core i7-13650HX Laptop and one (1) Laptop Bag, one (1) Laptop Charger. This Laptop is intended to manage and perform your task in MGM Blendwell Corporation.

Details of the Equipment:

Model: Gigabyte G6X9MG Gunmetal Gray

Specs: 13th Gen Intel Core i7-13650HX, 16GB DDR5-SODIMM, 256GB SSD, 16.0"

Serial Number: SN2441J000074

Accessories Included: Charger and Bag

By signing this letter, you acknowledge receipt of the above-mentioned Laptop and accept responsibility for its care and maintenance. The equipment should be used solely for work-related purposes. Any damage due to misuse, abuse, accident, or negligence will result in repair or replacement costs being charged to you.

Please Sign and return a copy of this letter to the IT Department.

Employee Acknowledgement:

Ms. Marianne Kristel Lumancas

Date: _____

Sincerely,



Daniel Johann Sto. Domingo

IT Department Head

MGM Blendwell Corporation

IT Asset Specification Sheet

Item Type: Laptop

Issued To: Ms. Apple May Concepcion

Department: Accounting

Date Issued: March 3, 2025

Laptop Details

- **Brand & Model:** Lenovo IP3-15IAH8 SLIM 3
- **Model Code:** 83ER00D6PH
- **Color:** Arctic Grey
- **Processor:** Intel Core i5-12450H
- **RAM:** 16GB LP DDR5-4800MHz
- **Storage:** 512GB M.2 NVMe PCIe SSD
- **Display:** 15.6" Full HD (FHD)
- **Serial Number:** PF4ZYBX6
- **Accessories:**
 - 1x Laptop Charger
 - 1x Laptop Bag

Contract Form

B W **MGM Blendwell Corporation**

MGM Blendwell Corporation

Block 4 Lot 14 Phase 2 Cavite Light Industrial Park Brgy. Maguyam Silang, Cavite Philippines

Tel #: (02) 8533-511 loc. 109

E-mail: info@mgmblendwell.com.ph

March 3, 2025

Ms. Apple May Concepcion

Junior Accountant

MGM Blendwell Corporation

Subject: Issuance of Lenovo IP3-15IAH8 SLIM 3 Laptop

Dear Ms. Concepcion,

We are pleased to inform you that you have been assigned a one (1) Lenovo Intel Core i5 Laptop and one (1) Laptop Bag, one (1) Laptop Charger. This Laptop is intended to manage and perform your task in MGM Blendwell Corporation.

Details of the Equipment:

Model: Lenovo IP3-15IAH8 SLIM 3 (83ER00D6PH) ARTIC GREY

Specs: Intel Core i5-12450H, 16GB LP DDR5-4800MHz, 512GB M.2 NVME PCIE SSD, 15.6" FHD

Serial Number: PF4ZYBX6

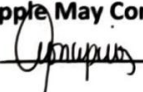
Accessories Included: Charger and Bag

By signing this letter, you acknowledge receipt of the above-mentioned Laptop and accept responsibility for its care and maintenance. The equipment should be used solely for work-related purposes. Any damage due to misuse, abuse, accident, or negligence will result in repair or replacement costs being charged to you.

Please Sign and return a copy of this letter to the IT Department.

Employee Acknowledgement:

Ms. Apple May Concepcion

Date:  03-03-2025

Sincerely,


Daniel Johann Sto. Domingo

IT Department Head

MGM Blendwell Corporation

Grace Gonzales

Ma. Teresa Leonora Cura

Lyn Flores

Revision #3

Created 24 June 2025 03:45:15 by IT Support

Updated 26 June 2025 03:40:35 by IT Support