

# GO-Sales Department

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

**Sevilla Ignacio**

## IT Asset Specification Sheet

**Item Type:** Laptop

**Issued To:** Jesabel Pantas

**Department:** Sales

**Date Issued:** October 20, 2022

## Laptop Details

- **Brand & Model:** Lenovo
- **Processor:** i3-11564 @ 3.00GHz
- **RAM:** 8GB
- **Storage:** 256GB SSD
- **Display:** *(Not specified)*
- **Color:** *(Not specified)*
- **Base Price:** ₱33,995.00

### Accessories Included:

- 1x Laptop Charger
- 1x Laptop Bag

**Contract Form**

**ACKNOWLEDGEMENT OF RECEIPT OF COMPANY LAPTOP**

Name: Jesabel P. Anajas  
Company: M&M Blendwell Corporation  
Position/Title: Asst. Account Manager  
Date: October 30, 2022

**Description of Laptop issued to Employee:**

Brand: Lenovo  
Specifications: i3-11564 @ 3.00GHz, 8Gb RAM, 256Gb SSD  
Inclusion: Bag and Charger  
Base Price: P33, 995.00

By Signing this Form, I agree to the following:

1. For the Laptop,
  - 1.1 I will be responsible for the laptop issued to me, together with its accessories;
  - 1.2 I will use the unit in the manner intended;
  - 1.3 In case of damage (excluding normal wear and tear) or loss of the unit or its accessories, I will replace the same at my expense;
  - 1.4 I authorize a payroll deduction to cover the replacement cost of any item issued to me that is not returned for whatever reason, or is not returned in good working condition, wherein the value of the item will be based on the quotation of repair service.
2. Upon my separation from the Company, I will return the unit (with accessories) issued to me in proper working condition (excluding normal wear and tear)

  
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Employee's Signature over printed name

Daniel Johann M. Sto. Domingo  
I.T. Supervisor

**Myla Castellon**

**IT Asset Specification Sheet**

**Item Type:** Laptop

**Issued To:** Catherine V. Bernardo

**Department:** Sales

**Date Issued:** October 10, 2022

## Laptop Details

- **Brand & Model:** Lenovo
- **Processor:** i3-11564 @ 3.00GHz
- **RAM:** 8GB
- **Storage:** 256GB SSD
- **Display:** *(Not specified)*
- **Color:** *(Not specified)*
- **Base Price:** ₱33,995.00

### Accessories Included:

- 1x Laptop Charger
- 1x Laptop Bag

## Contract Form

**ACKNOWLEDGEMENT OF RECEIPT OF COMPANY LAPTOP**


Name: CATHERINE V. BERNARDO  
Company: MGM FOOD  
Position/Title: ACCOUNT MANAGER  
Date: 10/20/22

**Description of Laptop issued to Employee:**

Brand: Lenovo  
Specifications: i3-11564 @ 3.00GHz, 8Gb RAM, 256Gb SSD  
Inclusion: Bag and Charger  
Base Price: P33, 995.00

By Signing this Form, I agree to the following:

1. For the Laptop,
  - 1.1 I will be responsible for the laptop issued to me, together with its accessories;
  - 1.2 I will use the unit in the manner intended;
  - 1.3 In case of damage (excluding normal wear and tear) or loss of the unit or its accessories, I will replace the same at my expense;
  - 1.4 I authorize a payroll deduction to cover the replacement cost of any item issued to me that is not returned for whatever reason, or is not returned in good working condition, wherein the value of the item will be based on the quotation of repair service.
2. Upon my separation from the Company, I will return the unit (with accessories) issued to me in proper working condition (excluding normal wear and tear)

  
CATHERINE V. BERNARDO  
Employee's Signature over printed name

Daniel Johann M. Sto. Domingo  
I.T. Supervisor

**Warren Molina (Cavite Site)**

**Eduardo Villa (Cavite Site)**

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**Thalia Amaro (Cavite Site)**

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Revision #4

Created 26 June 2025 03:37:34 by IT Support

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