

# 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.

**Marianne Kristel Lumancas**

## 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](mailto: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:** 13<sup>th</sup> 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](mailto: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

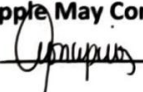
**Accessories Included:** Charger and Bag

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

