

Finance Department

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

Denessa Salac

IT Asset Specification Sheet

Item Type: Laptop

Issued To: Ma. Denessa D. Salac

Department: Sales (**Updated Department Finance**)

Date Issued: January 8, 2024

Laptop Details

- **Brand & Model:** Lenovo IdeaPad 330
- **Processor:** Intel Core i3 @ 2.30GHz
- **RAM:** 12GB
- **Storage:** 512GB SSD
- **Display:** 15.60"
- **Color:** Matte Black
- **Base Price:** ₱35,495.00

Accessories Included:

- 1x Laptop Charger
- 1x Laptop Bag

Contract Form

ACKNOWLEDGEMENT RECEIPT OF COMPANY LAPTOP

Name: Ma. DRACSA D. Salac
Company: MGM FOODS & COMMODITIES INC.
Position/Title: Sales Officer
Date: Jan 8, 2024

Description of Laptop issued to Employee:

Brand: Lenovo IdeaPad 330

Specifications: Intel Core i3 @ 2.30GHz, 12Gb RAM, 512Gb SSD, Matte Black, 15.60 inch.

Inclusion: Bag and Charger

Base Price: P 35,495.00

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)


Ma. DRACSA D. Salac

Employee Signature Over Printed Name


Daniel Sto. Domingo

IT Supervisor

IT Asset Specification Sheet

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Contract Form

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