

Sales Department

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

Jesabel Pantas

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)



Employee's Signature over printed name

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

Catherine Bernardo

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)

 10/20/22
CATHERINE V. BERNARDO
Employee's Signature over printed name

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

John Jeffrey Vertulfo

IT Asset Specification Sheet

Contract Form

Mary Grace De Lara

IT Asset Specification Sheet

Contract Form

Ysell Ablao

IT Asset Specification Sheet

Contract Form

Jane Rose Lipit

IT Asset Specification Sheet

Contract Form

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Ivy Blancaflor

IT Asset Specification Sheet

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Contract Form

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Christopher Edward Puen

IT Asset Specification Sheet

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Contract Form

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