



## Equipment Issue Form

Name: Ralph Ryan Aspuria Olarte

Date of issuance: 1/27/2022

Location: La Union

**I have received the following Equipment:**

**Model: Acer Aspire 5**

**Make: Acer**

**Serial Number: 14002857734**

- I understand that I am being issued a equipment as a tool to facilitate my work
- I understand that I am responsible for the equipment issued to me and that I will care for the equipment in such a manner to prevent loss or damage
- The equipment issued to me is strictly for work and not for any personal matters
- In the case of any damages or abuse of the equipment, or because of my failure to follow company technology acceptable use policies, including this agreement, I understand that I will be held accountable for it
- I understand that I will return the equipment to the company upon the end of my contract

**By signing this document, I am accepting and agreeing to the terms of use for this device**

**Ralph Ryan Olarte**

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Employee Signature over Printed Name

2/6/2022  
Date