



## Equipment Issue Form

Name: Giselle Cruz

Date of issuance: 12/20/2021

Location: 17 Molave St. Palmera Heights Valley Golf Cainta Rizal

### **I have received the following Equipment:**

**Model: ACER Comfyview 14"**

**Make: ACER**

**Serial No: NXA27SP00F1350EA1D3400**

- 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**

A handwritten signature in black ink, appearing to be "Giselle Cruz", is written on a light-colored rectangular background.

**GISELLE ANN M. CRUZ**

Employee Signature over Printed Name

**Date:** December 21, 2021