



EQUIPMENT ISSUE FORM

NAME OF RECEIVER: villa Juan

DATE OF ISSUANCE: 17/01/2023

LOCATION: 2935 saint agnes street centennial 2 nagpayong pinagbuhatan pasig city

I HAVE RECEIVED THE FOLLOWING EQUIPMENT:

ASSET NAME: Laptop

SERIAL NUMBER: NAFVDSFSDXERW3SDFS4

MAKE: Acer

ASSET STATUS: ISSUED

MODEL: Acer travel mate p2

ASSET ISSUE:

Terms & Conditions

- I understand that I am being issued an 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

_____ villa Juan

EMPLOYEE SIGNATURE OVER PRINTED NAME

_____ DATE