



Equipment Issue Form

Name: Giselle Ane Cruz

Date of Issuance: 02/07/2021

Location:

I have received the following Equipment:

Model: Apple

Make: Macbook Air

Serial Number: FVFGT6XYQ6L4

- 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

Employee Signature over Printed Name

Date