

RECEIPT FOR COMPANY PROPERTY

NAME:

TITLE/DESIGNATION:

DEPARTMENT/PROPERTY/LOCATION:

**I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED THE FOLLOWING
COMPANY PROPERTY/EQUIPMENT:**

NAME OF ITEM/S	PHONE NUMBER (IF ITEM IS A PHONE)	SERIAL NO. / IMEI NO.	DATE RECEIVED

DO AND DONT'S

- 1) DO NOT USE CELLPHONE ON MOBILE NETWORK (AIRPLANE MODE WITH WIFI ONLY)
- 2) DO NOT MAKES ANY NATIONAL/INTERNATIONAL CALLS/SMS (USA ONLY),
ANY CALLS/MESSAGES WILL BE CHARGEABLE AND THE USER HAS TO PAY FOR IT.

I AGREE TO KEEP THE ABOVE-LISTED PROPERTY/EQUIPMENT IN WORKING CONDITION, AND TO NOTIFY MANAGEMENT SHOULD THE ABOVE MALFUNCTION IN ANY WAY, OR SHOULD IT/THEY BE LOST OR STOLEN. FURTHERMORE, I AGREE TO RETURN SAID PROPERTY OR EQUIPMENT AT THE END OF MY TENURE. IN THE EVENT THAT I NO LONGER NEED ONE OF MORE OF THESE ITEMS, I WILL RETURN IT/THEM IMMEDIATELY TO THE AUTHORIZED REPRESENTATIVE. OTHERWISE, I AGREE TO PAY THE COMPANY THE RESALE VALUE FOR ANY LOSS/OR DAMAGE.

I ALSO AGREE TO NOT REMOVE OR TAMPER WITH ANY PROTECTIVE CASING ON EQUIPMENT PROVIDED TO ME. AS THESE CASES ARE THERE TO PREVENT DAMAGE, I WILL THUS BE CHARGED ACCORDINGLY FOR ANY EQUIPMENT DAMAGE INCURRED IF SUCH CASING OR SIMILAR MATERIALS HAVE BEEN REMOVED/TAMPERED WITH.

SIGNATURE:

DATE:

PRINTED NAME:

REPRESENTATIVE'S SIGNATURE:

DATE:

PRINTED NAME OF REPRESENTATIVE: