



IBOSS ASIA'S IT ASSET ACCOUNTABILITY FORM

Employee Name: **Vanessa Galos** Job Title: **Sr. Technical Support Engineer** Date: **December 6, 2024**

I hereby acknowledge receipt and assignment of the following company IT Tools. I agree to keep the equipment in good condition and to report any loss or damage immediately. I further agree to use them for work-related purposes only.

APAC Tag	IBOSS Tag	Asset Type	Brand	Model	Equipment Name	Serial Number	Date Acquired	Price Value	Issued to	Location
APAC-2024-Lap000249W	IT0000000249	Laptop	Dell	LATITUD 5420	Intel i5-1145G7, 16GB DDR4 RAM, 512GB PCIe SSD	2SW31F3	2024-11-11	39,721.00	VANESSA GALOS	Work From Home
APAC-2024-IT N/AT	N/A	IT Peripherals	Type C - Adapter 3 in 1 HDMI 2 USB	N/A	IT0000000249	N/A	2024-12-05	320.00	Vanessa Galos	Work From Home

In the event of resignation/termination of employment, I will return all company properties specified above or on the attached sheet upon my last day of work or as specified by my supervisor. If any property is not returned, I authorize a reasonable value for such equipment to be deducted from my final paycheck.

Vanessa Galos

Rehsmir Mandap

Gerardo Batul Jr.

Employee Signature

Issued by

Supervisor/Manager

Date:

Date:

Date: