

ACKNOWLEDGEMENT RECEIPT

Name of employee :

Office Location-Department-Position :

Contact Number and Email Address :

LBC Branch :

Quantity	Brand - Item - Description	Warranty Period
<div></div>	<div></div>	<div></div>

I hereby acknowledge that I have received the followeing company properly. I agree to keep the property in working condition, and to notify management should properly malfunction in any way or should the property be lost or stolen. Further, I agree to return this property at the end of my employment. When I no longer need one or more of the items. I will return it/them to immediately to my supervisor

No employee is allowed to exchange and bargain all company issued equipment without the knowledge or approval of the management. furthermore, all issued equipment, email address, passwords and cell phone number must be available to the company at all times.

In case of damage/s or loss/es of the said item/s above, the receiver shall be held liable or accountable for the negligence that may occur. Thereof, the receiver immediate written notice to their supervisor/s.

~~Print Receiver Signature~~ _____

For Administration Department - Attach and secure the following documents:

- ☐ Approved Requisition
- ☐ Approved Supplier(Comparison and Recommendation)
- ☐ Approved Purchase Order with Signed Proposal or Agreement
- ☐ Warranty Card or Receipts