



Receipt for company property

Name of the Employee	Harrisagar
Position of the Employee	SEO Associate
Company	Ontomatrix

I hereby acknowledge that I have received the following company property:

Item Name	Model	Serial Number / Identifying Number	Date of Receipt
Monitor	hp	CL006	
Keyboard	logitech		
Mouse	dell		
CPU			

I agree to keep the property in working condition and to notify management should the property 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 immediately to my manager. I authorize that it is my personal responsibility to cover the replacement cost of any items issued to me that are not returned for or are not returned in good working order because of my misconduct.

11-11-2025

Date

7 November 2025

Date

M.Harrisagar

Employee Signature

Employer Signature

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