

Samuel Merritt University

Portable Computer Check-Out Agreement

This technology equipment is the property of Samuel Merritt University, and is herewith being assigned to the employee only for educational and/or business purposes associated with the employee's position. By signing this document, I agree to use this computer with associated peripherals and software in connection with my employment at Samuel Merritt University and shall not permit any other person to possess or use the equipment or the software. I shall not sell, lease, or otherwise grant anyone rights to the equipment or the software. I shall adhere to the Acceptable Use Policy of Samuel Merritt University and comply with all applicable copyright and other regulations regarding the software.

I agree to promptly inform Information Technology Services of loss of or damage to the laptop. In the event of a loss I agree to cooperate with Information Technology Services in filing a police report and to fully cooperate in any ensuing investigation. I understand that I am responsible for the full cost of replacing the laptop if it is lost, or for necessary repairs if it is damaged.

I acknowledge that the laptop is provided for my use only while I remain an employee of Samuel Merritt University. If I cease employment with Samuel Merritt University, I will return the computer to my supervisor/manager before my last date of employment. The laptop will be returned in the same condition as on the agreement date of issue, reasonable wear and tear excepted. If I fail to return the laptop by my last date of employment, Information Technology Services may treat this as a loss. I realize this may result in my being subject to criminal prosecution and/or civil liability.

Model _____ Serial _____ Asset _____

Print Name _____

Signature _____

Campus _____

Check-Out Date _____

Department Use Only

Checked Out By _____

Technician Signature _____

Check-In Date _____

Checked In By _____

Technician Signature _____
