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Employee Name/Employee ID

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PC Make/Model

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Department/Company

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PC Serial Number/ Asset Tag

### **FPI LOCAL ADMINISTRATOR ACCOUNT AGREEMENT**

This Agreement is made by and between the Fujitsu Philippines, Inc., Management Information Systems (MIS) and the employee named above and takes effect on the date of signature below. MIS and the employee agree as follows:

I understand that I have been given a secondary login on the above desktop machine(s), which has administrative privileges and has the ability to install software.

I agree that I will not use this alternate login id as my primary login, and will only use it when needed to install software or make configuration changes that are not possible using my primary account.

I also understand that a standard operating environment image was taken of all software installed by MIS and that in the event of problems, that standard operating environment image would be reinstalled overwriting any software I have installed or configuration changes I have made.

I also agree that I will only install software either owned by the company and will not install any unlicensed software on this equipment that is owned by the company.

I further agree that I will not attempt to disable/uninstall any software or configuration that has been put into place to maintain security.

I also understand that failure to comply to the above rules or policies will subject me to the appropriate disciplinary actions which may include suspension without pay, or termination of employment.

**I have read and understand the terms and conditions of the foregoing Agreement, and agree to all of its terms and conditions.**

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**Employee's Signature**

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**Date**