**Highstreet IT  
Computer/Software Asset Receipt**

Date:

Employee Name: «NAME»

Asset: Serial#:

List of Highstreet hardware/software received:

By signing the following form you acknowledge the receipt of all Highstreet IT-allocated hardware and software listed above, in proper working order. You also agree to the security/care guidelines below with regards to the handling of this Company property:

1. All Company equipment should be secured at all times.
2. Offices will be locked at night to secure the equipment.
3. Laptop PCs used in business travel will not be left unattended in airports or other public places. Equipment will be stored in a vehicle’s locked trunk when transported.
4. No equipment will be left in a vehicle overnight.
5. It is the employee's responsibility to protect Company property when off-site.
6. It is the employee's responsibility to make all reasonable efforts to ensure the continued proper working condition of Company equipment in his/her possession.

It is expected that all employees will use good judgment in protecting the Company's property. Should damage, theft, or loss occur, and it is found that an employee has not followed these guidelines, he/she will be subject to disciplinary action up to and including providing financial restitution for the loss and/or dismissal.

All Company property must be returned to the Company when requested or at the termination of employment.

Signature: Date: