

Department of Infrastructure

Employee Laptop Agreement Form

Employee		
First Name	Last Name	
Position/Title	Department	
In acceptance of this device (L conditions stated below: • I understand that I am res	aptop) for usage, I agree to sponsible for the laptop while	
until the time of return. I understand that I should permitted to use by the company of the company's policy and employed a company's policy and employed. I should remove all data to turning over the laptop to within 24-48 hours, and a submitted to the company in	ing the laptop in good condition of install any program or ompany, for privacy and securorized person to have access access to this laptop is a very ownent regulation and employs that is not the company or we to the designated department. If the copy of a Police report or a for verification purposes. Lation of these policies is a ry action by the company.	software that is not rity reasons. to and use this iolation of this ment contract. ork-related before reported to the police incident report must be
Date Signed	Employee Signature	
Power Adaptor Carr	ry bag Display adaptor	Ethernet Cable
Other		
Releasing Officer		

Signature

Full Name