



### Laptop Equipment Agreement incl. Off-Campus Use

EMPLOYEE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ OFFICE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_ PROPERTY LISTED UNDER ACCOUNT NAME: \_\_\_\_\_

The following equipment (Property of Northeastern Illinois University) has been assigned to me for use during my employment at NEIU. I understand and agree that I am financially responsible for this equipment while in my possession and will return the equipment to the University when it is no longer needed or when I leave employment at the University. I also agree to use this equipment for the University business only, and will not use it for any use in violation of state or University policies. I understand that this agreement grants me the privilege to use the listed equipment off campus.

Description	Serial No.	State ID Tag No.	Date Assigned	Date Returned

SIGNATURE OF EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF H.E.L.P TECHNICIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING FORM:**

1. Complete all requested information.
2. Send completed form to Property Control. Form may be filled out and filed electronically as found in the "FORMS" section of the Controller's Office.
3. Upon any changes regarding information in this agreement, Property Control must be contacted and changes made in accordance with Property Control procedures.
4. Upon termination of this agreement, all equipment assigned by this agreement must be returned to the H.E.L.P. Desk and a copy of this form, showing that all equipment has been returned and the dates which they were returned, sent to Property Control.
5. It is the responsibility of the H.E.L.P. Desk to either reassign this equipment in accordance with the procedures outlined in this agreement, or return the equipment to Property Control with a Property Control Change form.

The equipment listed above has been returned to the above department or Property Control for reassignment.

DATE: \_\_\_\_\_ EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_ H.E.L.P. DESK DESIGNEE: \_\_\_\_\_

**PROPERTY CONTROL USE:**

DATE RECEIVED: \_\_\_\_\_ RECONCILED WITH SYSTEM: \_\_\_\_\_ DISK WIPE: \_\_\_\_\_

EQUIPMENT CONDITION: \_\_\_\_\_ REASSIGNED WITHIN DEPARTMENT: \_\_\_\_\_