



# Employee Equipment Agreement

(revised 10/26/2016)

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## Employee Information

Name: \_\_\_\_\_

Site: \_\_\_\_\_ Phone: \_\_\_\_\_

## Equipment Information

Make & Model: \_\_\_\_\_

PO Number: \_\_\_\_\_

Computer Name: \_\_\_\_\_

Service Tag/Serial Number: \_\_\_\_\_

District Asset Tag (Barcode): \_\_\_\_\_

**I understand this is a district laptop or tablet and does not personally belong to me. The laptop or tablet must be returned to my supervisor, the Technology Department, or Human Resources upon my departure, change of sites or change of programs.**

## Checked Out:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IT Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## Returned:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IT Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into Destiny \_\_\_\_\_

Removed from Destiny \_\_\_\_\_