

The College of Arts & Sciences (CAS) of The University of Montana, Missoula has approved the delivery of the equipment listed above to you for your exclusive use on University of Montana business, within your duties as a CAS employee. The equipment remains University property for which you are responsible to safeguard and prevent from being damaged or lost. By accepting this equipment for use, you agree to take all reasonable actions to care for it. Should the equipment be misused or damaged beyond that attributable to normal wear and tear, lost, or not returned by the date designated herein, you may be held liable for replacement cost and may be charged the appropriate replacement cost at the time it becomes unusable. Should the equipment be stolen and you are able to justify to the satisfaction of the CAS Dean that neglect was not attributable to you, you will not be held liable for replacement costs.

In order to reduce the risk of loss or damage, CAS IT recommends the following steps to care for the equipment.

- If you leave a laptop in your car, lock it in the trunk.
- Never store a computer in a hot or cold location (i.e. car in summer or winter).
- Never leave a laptop unattended and unsecured.
- Under no circumstances access or attempt to access internal parts and/or repair the unit yourself.

The University reserves the right to request that the equipment listed above be returned at any time. Misuse of the equipment, accident, modification, unsuitable physical or operating environment, improper maintenance by you, attempting to access internal parts, removal of product labels or parts identification labels, or failure of the equipment caused by a product for which the manufacturer is not responsible may void warranties.

The purpose of this equipment is to allow you to carry out your University duties that necessitate a use for this equipment. A continuing condition of the authorization for you to retain possession and use of the equipment is your continued University employment. You agree: not to transfer possession of the equipment to anyone without approval; to return the equipment to GrizTech within **one week** of checking out, unless there is an exception made by CAS IT Administration; and, for failure to return the equipment, damage to the equipment, or your breach of this agreement, you will be liable to the University for the cost of the equipment and any legal and other costs the University incurs for its repossession.

By signing below, I agree to the above and the following:

- I received the equipment described above
- The equipment, as is the case with all University property, is to be used for University-related work only
- I understand and agree that any hardware equipment and software programs provided to me by the University remains the property of the University.
- I understand I am not to modify, alter, or otherwise tamper with any hardware provided to me by Griztech
- I understand I must make reasonable efforts to protect all University provided hardware equipment and software from theft and physical damage.
- I understand that I must return this equipment within one week of checking out, unless there is an exception made by CAS IT Administration

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

\_\_\_\_\_  
Faculty Member's Name Department

**CAS IT Administration Use Only:**

Accessories Issued (Check All That Apply):  Laptop Case  Power Cord  External Mouse  Projector  Other \_\_\_\_\_

Date Issued: \_\_\_\_\_ Tech Initials: \_\_\_\_\_ Date Returned: \_\_\_\_\_ Tech Initials: \_\_\_\_\_