

Laptop Serial Number: _____ Make/Model: _____

The College of Arts & Sciences (CAS) of The University of Montana, Missoula has approved delivery of the above listed computer to you for your exclusive use while a CAS faculty member. The equipment remains University property for which you are responsible to safeguard and assure it will not be damaged or lost. In accepting this equipment for use, you agree to take reasonable care of it. Should the computer be misused or damaged beyond that attributable to normal wear and tear, lost, or not returned by the date designated herein, you will be held liable for the replacement cost and you will be charged up to \$1,000. In addition to this charge, the University reserves the right to pursue other legal remedies available to it. Should the computer be stolen and you are able to provide to the satisfaction of the CAS Dean that neglect was not attributable to you, you will not be held liable for \$1000 toward replacement costs.

In order to reduce the risk of loss or damage, here are some recommended ways to care for the computer:

- Purchase and use a lockdown cable to secure the laptop.
- If you leave it in your car, lock it in the trunk.
- Never store it in a hot or cold location (i.e. car in summer or winter).
- Never leave it unattended and unsecured.
- Carefully read the instruction manual.
- Do not try to access internal parts and/or repair the unit yourself.

The University reserves the right to request that the above listed equipment be returned at any time. Misuse of the computer, 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 computer caused by a product for which Dell is not responsible may void warranties.

A continuing condition of the authorization for you to retain possession and use the computer is your continued University employment, and the purpose of permitting your use of the computer is to assist you in carrying out your University duties. You agree: not to transfer possession of the computer to anyone; to return the computer to the CAS Dean's office before your employment ends or your teaching within the University terminates; and, for failure to return the computer, damage to the computer, or your breach of this agreement, you (and your representatives) will be liable to pay the University for the cost of the then-current laptop computer being furnished to faculty plus any legal and other costs the University incurs for its repossession or the collection of the foregoing amounts.

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

- I received the laptop computer described above
- This laptop, as is the case with all University property, is to be used for University-related work only.
- I understand that this is my primary computer and the only computer for which service will be provided by CAS computer technicians
- 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 upgrade any hardware or software programs provided to me by the organization without the written consent of the CAS IT director
- I agree that, if I leave University employment for any reason, I must return the hardware equipment and software programs provided by the University or pay the cost of the then-current laptop computer being furnished to faculty
- I understand I must make reasonable efforts to protect all University provided hardware equipment and software from theft and physical damage

Signature

Faculty Member's Name

Date

Department