

Staff Laptop Loan Program

Staff Laptop Loan Program			
UK Person ID #:	Date & Time Application Submitted:		
Requested By			
Name:	Campus Address:		
Department:	Home Address:		
Title:	City, State, Zip Code:		
Campus E-mail Address:	Campus Phone #:	Other Phone #:	
Academic Information			
Name of Academic Institution or Business:	Name of Program Enrolled:		
Address:	Program/Academic Units (i.e. Semester, Quarter):		
City, State, Zip Code:	Dates Laptop Requested (length of current program unit):		

Please read and acknowledge

The following are the employee responsibilities for participation in this program:

- Employees are responsible for the proper care and use of all computers issued to them for use in this program. All equipment must be used in accordance with this policy.
- Employees are responsible for lost equipment, as well as laptops damaged due to dropping, spilling liquids or exposing the unit to the elements, including replacement costs at fair market value.
- If equipment is stolen, the employee must notify the UK Police and the Staff Laptop Loan Program Administrator so that a police/security report and a Capital Equipment Theft report may be completed. The Capital Equipment Theft Report form can be found at <http://www.uky.edu/EVPFA/Controller/paihome/theft.pdf>.
- Employee signs the "off-campus equipment" form found at <http://www.uky.edu/eForms/forms/offcamp.pdf>.
- A physical inventory of the equipment must be performed on an annual basis by the Staff Laptop Loan Program Administrator. If an inventory is requested while the laptop has been issued to an employee, the employee will be notified and will be responsible for bringing the laptop to campus so an audit may be performed.
- Employees must operate the equipment in accordance with the University's Information Systems Use Policy found at <http://www.uky.edu/UKIT/files/InformationSystemsUsePolicy.pdf>, as well as the University's Computer Fair Use Policy found at <http://www.uky.edu/UKIT/files/AcceptableUsagePolicy.pdf>.
- Equipment must be returned in good working condition with no damage beyond normal wear and tear.
- The laptop must be returned within or BY the date assigned or the employee will lose the opportunity to participate in this program.
 - Please check the box to indicate you have read, understood, and agree to abide by the responsibilities of the program.

Please sign and print your name

Employee Signature

Date
