|  |  |  |
| --- | --- | --- |
| RU-red.jpg |  | Last Name (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Magic Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | RU User name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Old Asset #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | New RU Asset #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Radford University Laptop/Tablet Agreement Form

I acknowledge receipt of one of the following:

|  |  |  |
| --- | --- | --- |
| □ Lenovo Tablet X61 | □ Gateway M275 | □ MacBook Pro |
| □ Lenovo Tablet X200 | □ Gateway M280 | □ MacBook |
| □ Lenovo Laptop T400 | □ Gateway M285 | □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Extra*** periphery equipment:

|  |  |  |
| --- | --- | --- |
| □ Docking station | □ Battery | □ External CD/DVD Writer |
| □ Power Cable | □ Tablet Pen | □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

This computer is:

□ My ***primary*** RU-issued computer

□ My ***secondary*** RU-issued computer

□ Issued for department use 🡺 Department name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Period of allocation

RU rotates mobile computers on a 3-year cycle for users’ primary computer.

## Ownership

This computer is a **University-owned asset and remains the property of Radford University** until it is declared surplus and disposed of in accordance with the University surplus policies and procedures.

## If you leave Radford University

If you as faculty/staff leave the employment of Radford University the mobile computer and appropriate accessories must be returned to the Technology Assistance Center in Walker 154. You will receive a copy of this document.

**□ I have read and I understand this document**

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

# 🙞🙞 🙞 COMPUTER RETURN 🙜🙜🙜

This computer has been returned to the Academic Technology staff on **(Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty/Staff (Print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IT Staff (Print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_