Removal of College Computer Equipment for Use at Home Agreement **rev. May 2020**

Removal of Agnes Scott computer equipment for home use must be authorized by the Information Technology Services and by your supervisor or department head. All Agnes Scott equipment removed from the college premises shall remain the property of Agnes Scott. Reasonable care must be taken by the employee to preserve the equipment in working order. Agnes Scott assumes no liability for consequential damages resulting from the malfunction or failure of the equipment while not on college premises. The requestor of the removal is responsible for insuring the equipment while in their possession through homeowners or renter's insurance, and responsible for any equipment damage.

Last Name First Name

Campus Location of Equipment(building/room)

Date of Removal

Equipment List

- Monitor, CPU, Keyboard, Mouse, Specific External Peripheral (i.e., external hard drvie), Other. Describe Other.

Item	Model	Serial #

Supervisor/Manager Approval – by typing my name below, I certify that I am the employee's direct supervisor and I approve this request:

Supervisor/Manager Name Date

Upon completion save the form with the following format: EQ4HomeUse-Lastname of Requestor-Firstname of Requestor. Email the form to itshelp@agnesscott.edu with the subject line Form: Equipment 4 Home Use