

GCSA - E

MSAD#44 Employee Receipt of Laptop

I accept responsibility for the safe and secure handling of the laptop with Serial Number _____ for the academic school year of _____. I accept full responsibility for the proper use of said laptop under all applicable MSAD#44 Policies. I understand that if I take a leave of absence or leave the employ of MSAD#44 I will need to return my laptop to the technology department.

Employee Name (Please Print) _____

Date _____ Employee Signature _____

Approved: December 17, 2012