The University of Akron - Equipment Assignment/Return Form

Date: _____

All specified equipment is the property of The University of Akron and will be set up with standard software needed for use. The University of Akron Support Desk (330-972-6888) will be available to provide assistance when needed

Description of Laptop:

Manufacturer / Model: _____

Computer Name: _____

Serial Number: _____

Client Information:

Assigned to (Print): _____

College/Division: _____

Department: _____

Phone/Extension: _____

Email Account: _____

Received on Date _____ / _____ / _____

Received by (Print) _____

Received by (Signature) _____

My signature signifies receipt of the above listed computer equipment. For assistance with the transfer of all pertinent data from old computer to the new computer, please call the support desk at x6888.

(Initial _____) **I have read and understand the Acceptable Use Policy, http://www.uakron.edu/ogc/docs/11-10_11-6-06.pdf. I also understand that sharing my laptop is a violation of the Acceptable Use Policy section (F) (1) (b) (viii) Privileges of usage may be denied or removed for the following: Potentially destructive or damaging acts to the integrity of the university of Akron's or other "IT" systems, including but not limited to: making "IT" systems or resources available to unauthorized users (including, but not limited to friends, family member, etc.).**

IT Internal Use Only

Category Select One _____

Check if this is equipment being returned to DTS ☐

Check if this is loaner equipment: ☐ --&-- please supply return date: _____

Check if replacement for stolen equipment: ☐ Serial Number of stolen device: _____

Technician's Signature _____