

**Bemidji State University
Computer Support
Request for Older Laptop**

Section 1: To be completed by Dean or Vice President

Requested for: _____ Date: _____
Position: _____ Department: _____
Appt. Begin Date: _____ Appt. End Date: _____
Email address _____ Phone number _____
Platform Requested: _____ Which Printer needed _____

What credit generating courses is this employee teaching during this contract?

If employee is not teaching for-credit courses, for what purpose is a laptop being requested?

**I agree that I will assist in enforcing items listed in Section 2 (see below)

Dean/VP signature: _____ Date: _____

Please return this form to Melissa Arneson, Computer Support, Memorial Hall 11, BSU Box 26.

Section 2: To be completed by employee when laptop is assigned:

Please initial each of the following statements:

_____ I understand that this computer must be returned at the end of my appointment.

_____ I understand that if this laptop fails and needs to be repaired, the home department may be responsible for the cost up to \$300.

_____ In the event of loss or theft of this computer, the home department of the individual assigned the laptop will be charged \$300.

_____ I understand that I am responsible for backing up important data files.

Employee Signature: _____ Date: _____

Section 3: To be completed by Computer Support Staff:

For office use only:

Make/Model: (circle one) Gateway Solo Mac Powerbook G4

MN State Asset #: _____ Orientation Date: _____
Laptop Serial # _____ Date assigned: _____
Date returned: _____ Return signature: _____