

# Bemidji State University Technical Support Request for Laptop (non full-time faculty & GA)

## Section 1: To be completed by Chair

Requested for: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Appointment Begin Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Appointment End Date: \_\_\_\_\_  
Email address \_\_\_\_\_ OS Requested: circle one Mac Win Dual boot (only if necessary)  
Phone number \_\_\_\_\_ Network Printer needed? Room #?

What credit generating courses is this employee teaching during this contract? How many credits?  
\_\_\_\_\_

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

Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*I agree that I will enforce items listed in Section 2 (see below) and require employee to return laptop to Tech Support at end of appointment.

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

Please initial each of the following statements:

\_\_\_\_\_ I understand that this computer and all accessories 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 depending on the nature of the failure. If a spare laptop is issued to you, it is your responsibility to return the spare and exchange it for your original laptop within a reasonable amount of time (not to exceed three weeks).

\_\_\_\_\_ In the event that this laptop is lost, stolen, or damaged in any way, your home department is responsible for the cost to repair or replace the laptop with a similar make and model, whichever is less. You will be given a replacement laptop from the pool of laptops to maintain consistency.

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

\_\_\_\_\_ I have read the above statements and agree to their terms and conditions. I also agree to read and abide by MnSCU Policy and Procedure - Acceptable Use of Computers and Information Technology Resources - <http://www.mnscu.edu/board/policy/522.html> and <http://www.mnscu.edu/board/procedure/522p1.html>

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Section 3: To be completed by Technical Support Staff:

**Laptop check out:** Tech Support initial \_\_\_\_\_ Date assigned: \_\_\_\_\_

MN State Asset #: \_\_\_\_\_ Entered in Asset db \_\_\_\_\_ (Remember to include end date and chair signature)

**Laptop return:** Employee signature \_\_\_\_\_ Date returned \_\_\_\_\_ Tech Support initial \_\_\_\_\_

MN State Asset #: \_\_\_\_\_ Entered in Asset db \_\_\_\_\_ (Remember to remove end date and chair signature)

Tech Support Staff: Remember to log incident when laptop is checked out and another when returned