

PROPERTY MANAGEMENT  
PORTABLE COMPUTING DEVICE PERMIT

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*Note: This form is required for every portable computing device (portable items with memory and an operating system such as laptop computers, ipads, tablets and smartphones) and must be filed with the owner department Property Custodian.*

*See Property Manager and Custodian Listing*

DEVICE IDENTIFICATION :

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Property Number: \_\_\_\_\_

Make and Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

*Please indicate whether this is a personal or other use device as defined below:*

**Personal Device: used by or assigned to a single individual**

I understand I may be charged the replacement value for any loss and/or damage to this item due to my negligence and/or unauthorized use. The replacement value is the original purchase price of the laptop or the replacement cost of a laptop with equal functionality and quality, whichever is less.

**Other Device: used by or assigned to multiple individuals, for classroom, laboratory, other use, or in storage.**

For laptops not assigned to a specific individual, but kept and used in a specific room or classroom to be used by multiple people, or for laptops kept in a central location to be used by various people on a checkout basis, or for class or laboratory use, kept in storage pending issue to new users, or any use or status other than "personal" described above, please put the name of the person who assumes overall responsibility for safeguarding the laptop, such as the Property Manager. This person assumes the responsibility of safeguarding the laptop and can hold the user of the laptop accountable for any loss or damage.

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Department: \_\_\_\_\_

Location of Device: \_\_\_\_\_

**Submit completed form to Department Property Custodian.**

*For a list of Property Custodians, see Property Manager and Custodian Listing*