College of Arts and Sciences
Departmental Computing
Indiana University – Bloomington

Off–site use of Office Equipment

Employee use of a laptop computer or other computing equipment at an off-site location may be approved with the understanding that:

- The equipment remains the property of Indiana University and can be recalled by the university at any time.
- Inappropriate use of the equipment or privilege may result in recall of the equipment.
- If the employee leaves the employment of the university, the computer equipment is to be returned prior to the employee's last day.
- It is the responsibility of the employee to package and transport the computer equipment on loan in a reasonable and responsible fashion, and, in the event of a recall, to facilitate its return to College Information Technology Office (CITO). CITO will only service loaned equipment if it is brought to a campus office.
- In the event the computer system which the employee receives is lost, stolen, damaged, broken or non-functioning beyond reasonable repair, the employee must contact CITO for instructions. Unusable equipment must be returned to the university for inspection, storage or disposal.
- The employee is responsible for maintaining university policies related to operating system security and sensitive data storage. Please review these documents:

Security: **http://itso.iu.edu/Protecting_Your_Laptop_Computer**
Risk Management : **http://rmweb.indiana.edu/orm/SiteMap2.cfm?todo=deductibles**

Requested Equipment (describe here and attach EPIC purchase receipt):

Type: _____

S/N _____ Model # _____

I understand and agree with the above conditions for removing and using office equipment off-site.

Employee:

_____ _____ _____
Signature Print Name Date

Fiscal Officer Approval:

_____ _____ _____
Signature Print Name Date

Department Head Approval:

_____ _____ _____
Signature Print Name Date