

SOUTHEAST TEXAS AREA ASSEMBLY

Computer Equipment Custody Agreement

I, _____, acknowledge that I have been issued computer equipment (see below) for use in my service position of Southeast Texas Area Assembly.

I understand that the Information Technology (IT) Committee may recall or inspect this equipment at any time.

I understand, and agree, that I:

- Will not disable or edit the IT administrative account
- Will not disable or edit antivirus software or settings
- Will not change or edit the hardware configuration
- Will not install software that may be harmful to the machine or compromise the security or confidentiality of the information stored on the machine
- Will install personal software and files at own risk
- Am responsible for all data stored on the machine, its backup and its confidentiality
- Will abide by the IT Guidelines as established by the Southeast Texas Area Assembly

I agree to take all precautions, within my control and ability, to keep this equipment safe and in working order. Precautions include, but are not limited to:

- Transporting the equipment in a protective case or bag
- Placing the equipment out of sight if left in a vehicle, in a public area, or at the Assembly
- Placing the equipment in a secure, locked location when it is not in my possession
- Equipment should be secured by provided cable lock

I also agree to take responsibility for all costs incurred for repairs or damages not covered by the warranty that are also deemed negligent by the IT Committee.

Checked out to (Printed Name)

Checked out by (Printed Name)

Signature

Signature

For IT Committee Use Only:

Serial Number:

Replacement Value:

Description/Notes:

Check out date:

Check in date: