

Weber State University IT Asset Check-out Form

I have read and understand sections of WSU's policies regarding use of public property including but not limited to PPM 5-39.

Initial Here _____

I have read and understand sections of WSU's policies regarding use of University owned computing assets and infrastructure including but not limited to PPMs 10-1, 10-2, 10-6, and 10-7.

Initial Here _____

I understand that I am responsible for WSU issued property. I understand that I am expected to return it in reasonable condition on demand from an authorized party. I will comply with all laws and PPM requirements regarding appropriate use of public property and IT infrastructure. Normal wear and tear is expected and acceptable. I will report any accidental damage or theft of property to my supervisor in a timely manner, so that appropriate reporting and recovery can be completed.

The unique identifier/serial numbers of items are used to track WSU owned assets. Items issued to an individual should not be traded or given to another individual without first notifying the party responsible for maintaining record of the property. Decisions regarding the final disposition and value of WSU property is the responsibility of Property Control and WSU's Sr. Assoc. Vice President & CFO Steve Nabor. WSU owned assets cannot be gifted or sold by any WSU employee except in the case of an approved interdepartmental sale/transfer.

Description and serial numbers of inventory being checked out: _____

Sign and Date: _____