

LAPTOP ISSUING (PERSONNEL) PROCEDURE

Related Board of Trustees Policy: N/A

Approval: August 2012

Revision:

NC Statewide Technology Standard(s): 050402

Purpose: Procedure for how laptops are issued to College personnel.

In order for a Craven Community College employee to check out a portable technology item from Technology Services, including but not limited to laptops, netbooks, or tablets, a [Technology Sign Out Form](#) will need to be completed and signed by the employee. By signing the form, the employee agrees to use the device for Craven Community College purposes only and to not transfer the device to anyone else. After being signed, the form is verified for accuracy and signed by a member of Technology Services. This information is entered and maintained in the Technology Services inventory database and the form is filed. When the laptop is returned, a member of Technology Services will check the condition of the laptop and retrieve the form for the employee to sign confirming its return.



Technology
Sign Out
Form

800 College Court
New Bern, NC 28562
252-638-7200

305 Cunningham Blvd.
Havelock, NC 28532
252-444-6005
www.cravencc.edu

User Information

User	Phone Number	Email	Department

Device Information

State Tag #	Make	Model	Serial Number	Expected Return Date

Description of Use:

By signing this technology item out, I understand that it is nontransferable and is to be used for Craven Community College purposes only. I also understand that I should back up all of my work and remove all personal information from this device as Information Technology Services is not responsible for any lost data.

Signature (at sign out)	Date
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Signature (at sign in)	Date
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To be filled out by IT

Checked Out By	Check Out Date	Checked In By	Return Date	Physical Condition

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