



University of The Bahamas

INFORMATION TECHNOLOGY HELPDESK ASSET DEPLOYMENT & RETURN FORM

Purpose: Deployment and return of IT assets through the Office of Information technology (OIT). This form is to be completed and signed by employee and his/her supervisor. Please verify that the items checked are indeed issued and eventually returned to the OIT department.

Employee Name:	
School/Department:	

Please check all that apply.

- | | | | |
|------------------------|--------------------------|---------------------------------|--------------------------|
| Laptop | <input type="checkbox"/> | Tablet/iPad | <input type="checkbox"/> |
| Desktop | <input type="checkbox"/> | Monitor | <input type="checkbox"/> |
| Protective Case/Cover | <input type="checkbox"/> | Wifi Hotspot | <input type="checkbox"/> |
| Charger | <input type="checkbox"/> | USB Ethernet Adapter | <input type="checkbox"/> |
| Power Cord | <input type="checkbox"/> | External CD/DVD Player/Recorder | <input type="checkbox"/> |
| Laptop Bag | <input type="checkbox"/> | Portable Speakers | <input type="checkbox"/> |
| Docking Station/Cradle | <input type="checkbox"/> | Headset | <input type="checkbox"/> |
| Travel Adapter Kit | <input type="checkbox"/> | Microphone | <input type="checkbox"/> |
| Video Adapter Cable | <input type="checkbox"/> | Mouse (wired/wireless) | <input type="checkbox"/> |
| Stylus Pen | <input type="checkbox"/> | Keyboard (wired/wireless) | <input type="checkbox"/> |

I have confirmed that all items are in good working condition.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

ITEMS BELOW ARE FOR OIT USE ONLY.

Prepared By: _____

Model: _____

Signature: _____

Serial Number: _____

Date Deployed: _____

Asset ID: _____

Date Returned: _____

Assigned Name: _____

NOTES:

Ethernet MAC: _____

WiFi MAC: _____



Asset Deployment Agreement and Terms of Use

This agreement is entered into between the University of The Bahamas and any employee assigned a UB owned technology asset.

The employee named on this form has received the equipment indicated. He/she agrees that the equipment is in good working order at the initiation of the agreement period. If the employee retires, resigns, or transfers to work at another campus/location, all equipment must be returned to OIT unless other specific arrangements have been agreed made.

The employee named on this form is responsible for this equipment at all times. The employee is responsible for taking reasonable precautions to secure the asset(s) in such a manner that it will not be subject to theft or damage. Loss, theft or damage to this/these asset(s) must be reported to the employee's supervisor and OIT Helpdesk in writing via email, electronic message or other reasonable means.

Employees must provide a police report indicating the cause of the loss or theft to the asset(s). Any damage reported must be made in writing stating cause of damage. If a police report is not provided for loss or theft, then the employee is liable for the full replacement value of the laptop.

- If the asset is damaged or in need of repair, the employee must submit a ticket to the IT Helpdesk (ithelpdesk@ub.edu.bs) or follow other reasonable technology support request protocols established.
- If the asset has been lost or stolen, the staff member is directed to notify his/her supervisor and OIT Helpdesk of the loss or theft immediately.

Please initial below acknowledging acceptance or indicate N/A if asset type is not relevant:

_____ I understand that this asset must be secured by a password at all times. I understand that I am responsible for maintaining the confidentiality of any data that may be stored or accessed on this asset.

_____ I understand that this asset is managed by a central system that will allow OIT personnel to wipe or lock the laptop in the event of loss or theft. In the event of loss or theft, OIT personnel will attempt to track the location of the device using manufacturer location tracking and monitoring tools.

_____ I will notify my supervisor or department head if I am retiring, resigning, transferring to another location, or taking a leave of absence in excess of two weeks. I will return this equipment to OIT personnel or designee as a result of my change of status.

_____ I understand that this laptop/desktop will be my primary computer for use by me in my classroom, office or assigned work area.

_____ I acknowledge that any information created, stored or recorded on this asset is the property of UB and will be subject to all controls, monitoring and security protocols necessary to protect UB information.

_____ I agree that I am accountable for the property listed on this form, and that I must exercise reasonable care in its safekeeping. Equipment owned by UB that is assigned to me will be used within the scope of the duties of my position and for university business. I will not use the equipment for personal use.

_____ I agree that loss, theft or damage to this asset will be immediately reported to my supervisor and the IT Helpdesk. Unless I provide a police report for the loss or theft that occurs, I acknowledge that I will be required to submit payment for the full replacement value of the laptop to UB.