

## Technology Equipment – Receipt and Statement of Understanding

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Bldg. and Room #: \_\_\_\_\_ AndrewID: \_\_\_\_\_

Inventory Number	Serial number	Equipment Type	Duration	Notes

I understand that I am responsible for the equipment issued to me as listed above that is the property of Carnegie Mellon University. I will be responsible for this device both on campus and off campus. I further understand that:

- In the event of damage, loss or theft of the equipment, I will immediately notify my supervisor or designee. If theft is suspected, a Police Report should be filed and the report provided to Student Affairs IT at: [saoit@andrew.cmu.edu](mailto:saoit@andrew.cmu.edu). *If lost or stolen at home, I will pursue recovery through my relevant insurance coverage such as home owners, renters, etc.*
- The equipment should be stored in only weather friendly lockable spaces and should not be left visible while not in the user's possession. Any equipment in a public space should have a locking mechanism installed.
- I will not make any permanent personally identifying marks on the equipment.
- Use of this equipment is governed by and subject to the rules and conditions contained in the CMU Computing Policy and any other defined guidelines.
- **If the location and/or person assigned to this equipment are changed, the details of these changes must be reported immediately to Student Affairs IT at: [saoit@andrew.cmu.edu](mailto:saoit@andrew.cmu.edu).**
- **The equipment and any other accessories/components will be returned only to your Departmental Inventory Manager or Student Affairs IT when “refreshing” the equipment or ending your current role. Do not give your equipment to another individual without notifying Student Affairs IT at: [saoit@andrew.cmu.edu](mailto:saoit@andrew.cmu.edu).**

I agree to the above terms and conditions and agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.

My signature below indicates I have thoroughly read and understand the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date