



Village of Freeport Assigned User Equipment



I, _____, in my capacity as an employee of Village of Freeport, I have been trusted with certain equipment to assist me in my job responsibilities, I understand and confirm that this equipment including software is the sole and exclusive property of Village of Freeport.

Listed below is the equipment that has been assigned to me:

Equipment Type, Model and Accessories	Serial Number

I also agree to the following:

1. To take proper care of the equipment.
2. Not to check the equipment as luggage when traveling.
3. Not to **install** or **uninstall** any kind of software or to change the System Configuration without the consent and guidance of the IT Department.
4. To take full responsibility for any repairs or time spent reconfiguring the equipment, due to negligence on my part.

By my execution hereof, I hereby agree to forthwith return all aforesaid equipment, in good order and condition, to Village of Freeport., if my employment terminates for any reason whatsoever and in the event that I fail to do so, Village of Freeport., is hereby authorized and instructed to deduct the original cost of the same, from any amounts due to me.

Employee Signature

Date

ITC Department Representative

Date

CC: HR/Payroll Department