



## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

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### EQUIPMENT RECEIPT AGREEMENT

This Agreement (“Agreement”) is between the San Antonio Independent School District (the “District”) organization and the employee of the organization identified below (“Employee”) who hereby agree as follows:

**INTRODUCTION:** The District has offered teachers and administrators the opportunity to use equipment for use on or off organization premises.

1. **USE OF EQUIPMENT:** Employee agrees to use the equipment in accordance with the District’s acceptable use policies and never to use the equipment in a way that is illegal, immoral or inappropriate to the educational purpose intended. The employee agrees to make the equipment available to representatives of the District for audit purposes upon (3) days prior oral or written notice. The District may assume that any information on the equipment when it is returned is not confidential information of employee. The employee understands that this includes repairs by anyone other than District approved repair agents.
3. **COMPUTER SPECIFICS:** Any software loaded on a computer should still be present when the computer is returned. Employee agrees not to add, alter, delete or copy any software loaded on the computers. The software shall not be used for illegal purposes. No additional software is to be loaded without permission of the appropriate technology personnel. Antivirus software updates should continue to be run, if at all possible, on the computer while it is in the care of the employee. Employee agrees not to allow anyone other than District personnel to use this equipment without the express written permission.
4. **ACKNOWLEDGEMENT OF DELIVERY:** Employee acknowledges that the equipment has been delivered to him or her and accepts such equipment ‘as is’ on the terms and conditions set forth in this Agreement. The District makes no warranty, expressed or implied, with respect to the equipment.
5. **MISCELLANEOUS:** This agreement constitutes the entire agreement between the parties and there are not other agreements, written or oral, with respect to the subject matter hereof. This agreement is not assignable by employees.

<b>LAPTOP COMPUTER:</b>	
Brand:	
Computer CPU Serial #:	
Computer CPU Asset Tag #:	
Computer Monitor Serial #:	
Computer Monitor Asset Tag #:	
List all other peripherals ( <i>keyboard, mouse, external drives</i> ):	
<b>HANDHELD COMPUTER:</b>	
Brand:	
Handheld Computer Serial #:	
Handheld Asset Tag #	
List all other peripherals below ( <i>cradle, flip cover, software</i> ):	
<b>OTHER EQUIPMENT:</b>	

<b>ACKNOWLEDGMENT</b>	
<p>By signing this document, I understand that improper use of the equipment may result in disciplinary action, up to and including termination of employment. I understand that the San Antonio Independent School District may terminate my right to use this equipment at any time for any reason. I agree to return the equipment to the San Antonio Independent School District immediately upon request, upon termination of employment, leave of absence, or other change in employment status.</p>	
<i>Printed Name of Employee:</i> _____	
<i>Signature of Employee:</i> _____	<i>Date:</i> _____
<i>Campus/Department Name:</i> _____	<i>Room Number:</i> _____
<i>Date of Checkout:</i> _____	<i>Date of Return:</i> _____
<i>Campus Administrator/ Designee Approval Signature:</i> _____	<i>Date:</i> _____