**KSU Asset Tag#**

**UITS Laptop Inventory Form**

**Please do not save this form on your hard drive as it may be updated periodically.**

**All Inventory Forms, as well as additional information regarding IT Equipment, can be accessed at:** [**http://uits.kennesaw.edu/support/techequipmentprocedures.php**](http://uits.kennesaw.edu/support/techequipmentprocedures.php)

**NOTE:** In the event that possession of the laptop is transferred to another faculty/staff member (via retirement, department transfer, or separation from KSU), the Laptop Inventory Form must be updated. Otherwise, **the below named individual shall be responsible** for reporting the current location of the equipment during an audit. This may also include this person **producing the equipment** for the Auditor to verify.

Name NetID

Department Building Designation/Room #

Make/Model Serial Number

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items Received with Laptop** | |  | **APPLE – Items Received with Laptop** | |
| Battery Module |  |  | SuperDrive |  |
| Extra battery module |  |  | Magic Mouse |  |
|  |  |  | Magic Keyboard |  |
| AC Adapter |  |  |  |  |
| AC Adapter power cord |  |  |  |  |
|  |  |  | Power cord |  |
| Laptop Case |  |  | Power block |  |
| External Mouse |  |  |  |  |
| External Keyboard |  |  | Ethernet dongle |  |
| Monitor |  |  |  |  |
| Port Replicator |  |  | Laptop case |  |
| Monitor Stand |  |  |  |  |
|  |  |  |  |  |
| Technician |  |  | Technician |  |
| Date |  |  | Date |  |

My signature below acknowledges the following:

1. The use of KSU-issued IT assets, and enterprise IT services, are governed by all applicable USG and KSU IT policies as to appropriate use. Particular attention should be paid to Section 5.4 of the USG IT Handbook "USG Information Asset Management and Protection Standards" and the KSU Computer Usage Policy, available at <http://policy.kennesaw.edu> and <http://www.usg.edu/assets/information_technology_services/documents/IT_Handbook.pdf>
2. I have received all the parts and accessories listed above on this form.
3. Before my final departure from KSU, I will work with my supervisor and UITS to have all the devices and accessories listed above returned to KSU.
4. I may be asked to produce the above listed items for audit and inventory purposes and I will be required to return the above listed items at time of separation. Inability to produce these items at the time of the request will result in the loss being reported to KSU Public Safety for further investigation.
5. **In the event this equipment is lost or stolen, it’s my responsibility to immediately contact KSU Public Safety, x6206, and UITS, x6620.**

Signature Date

**(Return completed, signed form to: RICOH scan folder #TechInventory or to mail drop 1902)**