

River Valley Child Development Services Information Technology Equipment Responsibility and Use Agreement

By signing this form, the undersigned acknowledges full responsibility for all information listed. The undersigned agrees to waive any right to litigate an inadequate training claim or other negligence against River Valley Child Development Services for not understanding this procedure.

Name:	Date:
Program:	
Program Director/Designee:	

Requirements for Use:

(Initial)

_____ I agree to comply with the Information Technology policy and procedure.

_____ I acknowledge that I have received training regarding the Information Technology policy and procedure.

IT type with any peripherals (i.e., notebook computer with case)	Manufacturer	Model	Serial Number	Date Issued	Date Returned	Disposition*

Individual/ Employee:

Date

*Disposition key:

Damaged**	Lost/Stolen**	Replaced**	Transferred**	Other**
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All Equipment Returned/Transferred to _____ (on) Date _____

Returner Signature _____ Returnee Signature: _____

The original of this document will be held by the Program Director or designee. A copy will be provided to the signing individual.