

K-State Student Union Equipment Inventory Form and Agreement

Employee Name (please print): _____

Department /Unit: _____

Agreement Dates - Begin Date: _____ End Date: _____

Supervisor Name (please print): _____

A Computer Systems Representative will provide the model/serial # and cost value for any electronic equipment requested to be checked out prior to this agreement being approved.

Date Removed	Date Returned	Description of Property	Model/Serial #	Property #	Quantity	Cost Value

TOTAL VALUE: \$ _____

K-State Student Union (“Union”) grants permission to _____ to take and use the above-named Union property away from the work location.

The employee requesting to check out Union-owned equipment understands and agrees to the following:

- (1) The property is to be used for Union purposes only and not for the employee's own or another's personal uses or gain;
- (2) Use of or taking property off campus shall not interfere with or inhibit the day-to-day functions being performed at the Union;
- (3) User will use ordinary care in handling and safekeeping of the property, will not permit any other persons to possess, obtain or maintain the property, and the property will be returned to the Union in satisfactory condition, which means in as good a condition as it was when provided to the user, less any reasonable wear and tear;
- (4) Any damage, loss, or liability resulting from user’s failure to use such ordinary care is the sole responsibility of user, and to the extent due to such failure, user will be responsible for repair and/or replacement costs of any property not returned in satisfactory condition;
- (5) User will promptly report any damage or loss of the property to the Union, and will not make any repairs, restorations, or otherwise alter the property, without the prior, written consent of the Union;

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(6) If user will not be using the property or otherwise will be or is absent or away from the property for an extended period of time, user shall arrange for the return of the property to the Union prior to such time;

(7) The Union may recall the property immediately for any reason, and upon such recall user must immediately return the property;

(8) Upon determination by the Union of damage, loss, or liability to the Union property, then upon notice and explanation, the Union may withhold, deduct, or divert any portion of the user's wages for the fair market value of or the cost of repair or replacement of the property, as determined by the Union;

(9) The Union's remedies stated herein are not exclusive, and the Union may pursue any other remedies provided at law, equity, or otherwise.

In the event where my Telecommuting Agreement ends or in the event of my voluntary or involuntary termination from the Union, I hereby agree that any equipment allocated to me in order to perform my job responsibilities under a Telecommuting Agreement will be returned to the Union. If the equipment is not returned, I agree the value of equipment can be withheld from the next or final paycheck from the Union.

(Check Out)

Employee's Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Computer Systems Representative Signature: _____ Date: _____

(Check In/ Return)

Employee's Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Computer Systems Representative Signature: _____ Date: _____