



**Nishnawbe-Aski Legal Services**

**Lap Top/Computer Agreement**

1. NALSC has issued you a business lap top/computer for work-related purposes. Employees in possession of NALSC equipment are expected to use the equipment for business purposes only and to maintain the equipment from misuse, damage or theft.
2. Employees who are provided with NALSC lap tops are accountable for any damage that may occur.
3. If a NALSC-owned lap top is damaged, lost, or stolen, it must be reported immediately to the Manager and the Finance department.
4. If a NALSC-owned lap top/computer is damaged, lost, or stolen through the negligence of the authorized user, that individual will be responsible for reimbursing NALSC for all repair or replacement costs. He or she will be required to reimburse NALSC the purchase price of the equipment.
7. At any time the manager of the employee may request for the lap top/computer to be returned.

**Employee Declaration**

I, Stella Kiokke-Koostachin have read and understand the above Lap top/Computer Agreement and consent to adhere to the rules outlined therein.

Stella Kiokke-Koostachin

Employee Signature

Mary Jean Robine

Manager/Supervisor Signature

Date March 26, 2014

Laptop Or Computer? <u>Laptop</u>	Serial# <u>5CB4025P84</u>	Colour <u>dk grey/black</u>
Brand/Model <u>HP Probook 6570b</u>	Brand New? <u>Yes</u> Purchase Date: <u>LAD-MARCH 2014</u>	Other: <u>computer case</u>