



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

LAPTOP USER 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.
5. At any time the manager of the employee may request for the lap top/computer to be returned.

Employee Declaration

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

Employee Signature

Program

Supervisor/Manager

Date

Laptop <u>or</u> Computer	Serial #	Colour
Brand/Model	Brand New? Y/N Purchase Date:	Accessories Included? Y/N Please List: