



**EMPLOYEE AGREEMENT**  
AHCFA IT Equipment Loaner Program

Employee Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Area / Unit / Department: \_\_\_\_\_

Home Address / Office Location: \_\_\_\_\_  
\_\_\_\_\_

Description of Property: \_\_\_\_\_  
UC Tag / Serial Number: \_\_\_\_\_

Description of Property: \_\_\_\_\_  
UC Tag / Serial Number: \_\_\_\_\_

**LOANER PROGRAM POLICY**

1. This equipment will be carried on the inventory of your area, unit, or department, and remains the property of the University of Cincinnati.
2. This equipment is being loaned, not given to you.
3. Should you leave the University, your loaned equipment must be returned to AHCFA IT.
4. Computer equipment is issued pre-configured to conduct UC business. Any additional configurations or software installed by the user will not be supported and may be removed without warning if it is determined to interfere with the business use of the equipment.
5. Support of this equipment will be at the discretion and convenience of AHCFA IT technicians.
6. Keep in mind that the longevity of this equipment may be limited. If the equipment breaks down, it will be your responsibility to a) turn it back in, b) sign out another loaner, if one is available, or c) pay to have it fixed.
7. If this equipment is being loaned out for departmental use, the following rules apply:
  - It is the responsibility of the receiving area/unit/department to configure the equipment.
  - It is the responsibility of the receiving area/unit/department to obtain any needed network connections.
  - It is the responsibility of the receiving area/unit/department to support the equipment.
  - It is the responsibility of the receiving area/unit/department to make sure the equipment meets their application requirements.

**EMPLOYEE AGREEMENT**

By signing this document you agree that you understand the policy stated on page 1 and that you will use the listed equipment in your home or office for UC business-related purposes. This equipment cannot be transferred to others. All equipment shall be returned to your department, or AHCFA IT, upon separation from the University, or at the request of your supervisor or business manager.

A copy of this agreement will be placed in your employee file for documentation purposes.

SIGNED OUT	
_____ EMPLOYEE'S SIGNATURE	_____ DATE
_____ SUPERVISOR'S SIGNATURE	_____ DATE
_____ AHCFA IT SIGNATURE	_____ DATE

RETURNED	
_____ AHCFA IT SIGNATURE	_____ DATE
SUPERVISOR NOTIFIED BY ABOVE SIGNED ON	_____ DATE