

# ADMINISTRATIVE REGULATION

Subject Category: Board & General  
Administrative Matters

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## COMPUTERS. LAPTOP CHECKOUT PROCEDURES

1. Available laptop computers will be stored in the Management Information Systems (MIS) Department when not on loan.
2. A laptop request form (attached) must be completed and signed by the requesting employee before a laptop may be removed from the MIS Department.
3. Laptop computers will be assigned to employees based upon the date the completed laptop request form is received by the MIS Department.
4. Employees are encouraged to reserve laptop computers in advance of the date the computer is required.
5. The maximum period of time an employee may be assigned a laptop computer is seven (7) consecutive calendar days.
6. The employee may request an extension of time if there are available (unreserved) laptop computers. Only the MIS Department can approve an extension of time.
7. Laptop computers must be returned to the MIS Department by 5:00 p.m. on the return date.
8. In the case of loss of or damage to a laptop computer, the cost of replacement or repair of the laptop will be charged against the user's department.
9. Upon return of a laptop, there will be a 24-hour turn around period before that laptop can be re-issued. During this time, the MIS Department will run diagnostic and anti-virus programs on the laptop computer.

**Laptop Request Form**

Name \_\_\_\_\_ Badge No. \_\_\_\_\_

Department \_\_\_\_\_ Phone No. \_\_\_\_\_

Purpose of Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intended Withdraw Date \_\_\_\_\_ Return Date \_\_\_\_\_

Department Manager Signature \_\_\_\_\_

**To be filled out by Authorized M.I.S. Department Personal Only!**

Unit Tag No. \_\_\_\_\_ Unit Condition \_\_\_\_\_

Check Out Date \_\_\_\_\_ M.I.S. Employee \_\_\_\_\_

Returned Date \_\_\_\_\_ M.I.S. Employee \_\_\_\_\_

**To be filled out by employee who reserves the computer is to sign below**

Due Date \_\_\_\_\_ (Filled out by an authorized M.I.S. Department Employee Only!)

\_\_\_\_\_  
Signature at time of check out Badge No.

\_\_\_\_\_  
Signature at time of Return Badge No.