

**Minnesota State Academies Equipment Sign Out**

Employee Name		Home Phone / Videophone			
Home address	City	State	Zip		

Work Location	Work Phone/Videophone
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**Property**

Property Description (i.e., laptop, cell phone, pager, iPad, etc.)	Asset Number	Serial Number	Date Returned

**Terms of Agreement**

State agencies may provide, at their sole discretion, computer hardware equipment, software and telephone/videophone service deemed necessary to perform assigned work. State agencies must maintain a record of state-owned hardware, cellular phone, mobile device, and other property assigned to an employee. State agencies are responsible for installation, testing, maintenance, and repair of the equipment and upgrades of software when employees use state-owned property. Property furnished by state agencies remains the property of the state and is subject to the same business use restrictions, for example, state-owned software shall not be duplicated. To ensure hardware and software security for state-owned equipment, all software must be approved by the supervisor and IT manager. Employee-owned software shall not be installed on state-owned hardware. Employees must return state-owned property to the assigned office when no longer needed for work-related use, when they depart from the division, or when requested by management. Employees are responsible for promptly notifying their supervisor of any malfunction or failure of state-owned property. Employees may be held responsible for damages, lost or stolen equipment caused by irresponsible, inappropriate or careless use. All property provided by the State for use outside the workplace are for purposes of conducting state business and may not be used for personal purposes by the employee or non-state employees beyond incidental use outlined in MSA Policy #524.

**\* Employees who use state-owned personal communication devices, pagers or mobile devices, must comply with policy # 524 in the MSA Policy Manual and are responsible for reimbursement of personal calls, text messages or other charges not referenced.**

My signature indicates that I have read and accepted the terms specified above as well as any related state laws and department policies regarding property used outside the workplace.

Employee	Date	Manager/Supervisor	Date
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\*Reimbursement for personal calls on state-owned communication devices is a flat monthly fee of 63 cents plus 7 cents per minute. Reimbursement for texting is a flat monthly fee of 63 cents plus 2 cents per inbound message and 10 cents per outbound messages. All other charges not referenced are subject to reimbursement at Appointing Authorities discretion.