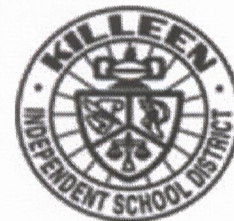


**Killeen Independent School District
Employee Equipment Acceptance & Accountability
Agreement**



In accordance with District Policy III-BB this equipment is issued to:

Last Name: _____

First Name: _____

KISD ID #: _____

Job Title: _____

Campus/Department: _____

Equipment Name/Description: _____

Model #: _____

Serial #: _____

KISD Bar code #: _____

Accessory Description: _____

Original purchase cost and date: _____

I am an employee of Killeen ISD. The district has provided or issued to me the above listed equipment to further its goals and objectives and to allow me to effectively perform my assigned duties for the District.

In consideration for my ability to use this equipment for personal use while it is in my possession and control, I agree to be financially responsible to the District for the cost of repair or replacement if the equipment is damaged (i.e., beverage spilled on keyboard, case cracked as a result of dropping), stolen, misplaced, or otherwise not returned upon request or direction to do so. I understand that in accordance with District procedures II-F, I must notify my supervisor, in writing; within twenty-four hours should my equipment become damaged, stolen, or missing. I also understand that my personal use of this equipment must at all times be consistent with the District's Acceptable Use Policy (AUP) and regulations.

The value of this equipment and my potential financial responsibility for it is listed on the reverse. I understand that I am advised by the District to consider obtaining appropriate insurance, at my own expense, to protect myself in the event the equipment is damaged, stolen, misplaced, or otherwise not returned upon request or direction to do so. The cost of repair or replacement of equipment would be the lesser of the cost of repair or replacement at original cost.

I also understand that this equipment will be subject to periodic inventory checks by the KISD staff. I understand that I am entrusted with physically securing the equipment in a locked location any time that it's not in actual use or within eyesight.

I have checked and verified that the barcode and serial number listed above is correct. I have also inspected this equipment for signs of visible damage and determined that upon receipt, it is in working order and free of visible defects or blemishes, with the following exceptions:

I am entering this agreement as a condition for the issuance of the above listed equipment for my personal and employment related use and not as a condition of my employment in Killeen ISD.

TABLE OF ESTIMATED REPAIR PRICING FOR LAPTOPS

Repair	Loss, Damage, or Neglect
Broken Screen (LCD)	\$299.00
Keyboard (Top Case)	\$99.00
Power Adaptor & Cord	\$79.00
Reimage of Hard Drive due to violation of AUP	\$25.00
Battery	\$119.00
Remote	\$29.00
Video Cable	\$29.00
Hard Drive	\$99.00
CD/DVD Drive	\$130.00
Motherboard	\$911.00

The prices above are general in nature and reflect an approximation of costs for repair or replacement of a typical district-issued laptop. These costs are not make and model specific and serve only as a guide in determining damage estimates. Actual costs for repair or replacement of assigned equipment will be based on original cost, depreciation, and extent of damage.

Employee Signature: _____ **Date:** _____

EQUIPMENT TURN-IN

I have relinquished the equipment, including all accessories, listed on page #1 in working order, free of visible defects or blemishes, with the following exceptions:

Employee Signature: _____ **Date:** _____

Property Management Representative: _____ **Date:** _____