

Asset Responsibility Acceptance Form

I acknowledge that ENPOINTE has provisioned the following asset to me and that I am responsible for properly protecting it from unnecessary wear, neglect or loss.

I acknowledge that I am responsible for compensating ENPOINTE for device replacement or repair due to loss or damages beyond normal wear and tear.

I acknowledge that this asset is the property of ENPOINTE and that I must return it to the proper ENPOINTE staff member upon their request.

I acknowledge that I must return this asset to the proper ENPOINTE staff member upon my ENPOINTE employment termination.

If I do not return this asset upon requested or do not reimburse ENPOINTE for damages/repairs, I agree to pay ENPOINTE the value of this asset and hereby give my consent to ENPOINTE deducting such amount from my paychecks, including my final paycheck.

By signing this agreement, I also agree that I will be responsible to wipe all data from this device (or provide the information necessary to wipe the device) if ENPOINTE deems it appropriate for security reasons and acknowledge that, as with other ENPOINTE devices, ENPOINTE has the right to (and I consent to) monitor my use of the device without further consent by me.

Use of cellular services on ENPOINTE -owned mobile devices outside of the United States is only allowed upon prior approval of employee's manager plus ENPOINTE Information Technology pre-configuration of billing plans. I agree that I will be responsible for non-approved international usage/charges.

I understand that I am responsible for backing up personally-owned media outside of the ENPOINTE network, and that personal backups (including iTunes) may not be made onto other ENPOINTE -owned devices.

Employee Name: _____

Asset Description (Device Make/Model): _____

Device Asset Number: _____ Device Serial Number: _____

Employee Signature _____ Date: _____

To Be Completed at Time of Asset Return:

Return Date _____

Name of Receiver of Returned Asset _____

Signature of Receiver of Returned Asset _____