

North Carolina Agricultural & Technical State University
Division Of Information Technology (DoIT)
Employee Personal Asset(s) Use Annual Certification Form

Instructions: An employee must submit a completed form to his/her supervisor. The supervisor is responsible for authorizing an employee's use of personal assets to conduct University business, recertifying the form annually, and maintaining the form within the employee's departmental/office personnel file.

Section A: To Be Completed By Employee

Name (first and last):			
Department:			
Building:		Rm/Floor/Cubicle:	
Phone Number:			
NC A&T Email :			
Supervisor Name:			

Describe Personal Asset(s) That Will Be Used To Conduct University Business

Make: (Ex. Dell) <input style="width: 100%;" type="text"/>	Make: (Ex. Dell) <input style="width: 100%;" type="text"/>
Model: (Ex. Latitude E6430) <input style="width: 100%;" type="text"/>	Model: (Ex. Latitude E6430) <input style="width: 100%;" type="text"/>
Operating System: (Ex. Windows 8) <input style="width: 100%;" type="text"/>	Operating System: (Ex. Windows 8) <input style="width: 100%;" type="text"/>
Asset Type: (Ex. laptop) <input style="width: 100%;" type="text"/>	Asset Type: (Ex. laptop) <input style="width: 100%;" type="text"/>

By signing this form, I agree to the following terms:

I will not store University data on my personal asset(s).
I will abide by the information security policy as well as other University polices, standards, and guidelines.
If the asset(s) that I use to conduct University business changes from what is listed above before a year passes, I will submit an updated form.

Employee's Signature: _____
Select Date

Section B: To Be Completed By Supervisor

Describe University business that employee will work on using his/her personal asset(s).

Supervisor's Signature: _____
Select Date