

LAPTOP COMPUTER REQUEST

Attached is my purchase requisition **K**_____ for a laptop computer. I understand that:

The University will enforce **LAC 34:VII.305E**, which holds users responsible for the full replacement cost for property damaged or lost through negligence. If lost equipment is later located, the University will reimburse payments made for the lost equipment.

Designated User: _____

(Typed name)

(Typed title)

(Typed Department name)

User Signature: _____

Date: _____

Purchasing Use Only
PO# _____