



## LAPTOP COMPUTER REQUEST AND AGREEMENT

Requisition Number: \_\_\_\_\_

Funding: \_\_\_\_\_ (Full FOPAL needed)

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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 Information (REQUIRED)	
Name	
Title	
Department	
Phone Number	
E-Mail	
<b>User Signature</b>	
Date	

For Administrative Use Only	
Purchase Order Number	