



DEVICE ACCEPTANCE FORM

Date	
Employee ID	
Employee Name	
Department	
Designation	
Date of Joining	
Email ID	
Phone Number	

Undertaking

I understand that all laptop computers, equipment, and/or accessories that the institution has provided to me are the property of Marri Laxman Reddy Institute of Technology and Management (MLRITM). I agree to the terms outlined in MLRITM Employee Laptop Agreement and the Network Access Agreement.

I understand that I will report any damage, loss, or theft of the laptop computer to the MLRITM - Head, Computer Centre. Additionally, I understand that I will not be held responsible for computer problems resulting from regular institution-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the laptop computer and/or related equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the Employee Laptop and Network Access Agreement will result in the restriction and/or termination of my use of MLRITM laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

Items Loaned / Condition

Serial No.	Item Name & Description	Condition (New or Used)	Item Identification

Comments: (overall condition, scratches, dents, etc.)

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Signature of Head, Computer Centre

Signature of the employee