TECHNICAL UNIVERSITY OF MOMBASA
STAFF LAPTOP AGREEMENT
(To be filled in Triplicate)

RECEIVING DEPARTMENT: SELECT DEPARTMENT

LAPTOP DETAILS	
LAPTOP MAKE :	
MODEL:	
PROCESSOR:	
STORAGE:	
RAM:	
SERIAL NO:	
UNIVERSITY CODE:	
MOUSE MODEL:	

I hereby agree that:

1. The Laptop will be loaned to you while you remain a ……………………………………of Technical University of Mombasa.
2. The Laptop will only use licensed software.
3. The University will not accept responsibility for the loss of data in the event of the laptop malfunctioning.
4. In the event where the laptop is lost or negligently damaged, the University policy shall apply.

Issued By:
Name: .... **Staff No: …………….** **Signature:……………** **Date: ... /... /20…**

Received By:
Name: .... **Staff No: …………….** **Signature:……………** **Date: ... /... /20…**

TUM is ISO 9001:2015 Certified