

Marie Stopes Tanzania Laptop Agreement

Name :

Date

Centre/Cost Centre :

You are being provided with a MST owned Laptop to assist carrying out work at your department.

Your LAPTOP Serial No is /

Insured? Yes [ ] No [ ] Insurer IRIS Warrant 1 year

You are being provided with this laptop under the following terms and conditions that are part of the MST policy.

- The laptop is the property of Marie Stopes Tanzania
- The Laptop is the only to be used in the conduct of MST business ,non- authorized software must not be loaded on to the Laptop ,personal files ,music ,films ,Tv shows etc cannot be kept on the laptop
- The laptop must be kept free of virus .the only that can be only used is MST issued one.
- For centres, the laptop cannot be taken out of the centres unless prior approval has been granted in writing by your line manager.
- The laptop is the property of Marie Stopes Tanzania. If you leave Marie stopes Tanzania you will be required as part of your hand over process and transfer responsibility of the laptop and your line manager
- The laptop must be secure at all times.
- Incase of failure for the laptop to work your first contact person is the MST IT MANAGER
- If the laptop is stolen you must notify the MST IT Manager and your line Manager immediately.
- For failure to produce evidence of loss you will be required to reimburse MST at an agreed schedule as agreed with the HR& ADMIN director.
- You must produce the laptop when asked to do so .The laptop may be taken by MST (EMT) member or the delegate at any time if it is believed to have been misused or is part of an internal investigation.
- You must ensure that your laptop is kept safe and if you are given one it must only be used for MST work related issues.

Failure to comply with these terms and conditions of the use can result in disciplinary action and with draw of the laptop.

I confirm that I have read and understood the Marie Stopes Tanzania laptop agreement and I agree to comply with the terms and conditions of use. I understand that failure to comply with terms and condition of use can result in disciplinary action, reimbursement of costs to the organisation.

Name of Provider

Signature

Name of Receiver

Signature



# MARIE STOPES TANZANIA

Children by choice, not chance

## MOBILE ASSETS TRACKING FORM

Employee's Name: \_\_\_\_\_

Date checked out: \_\_\_\_\_

Department: \_\_\_\_\_

Date expected back: \_\_\_\_\_

Description	Inventory Control Number or Location (if key is issued)	Serial Number	Condition

Checked out by: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

*By signing below I Agree to and understand the following:*

- 1. That I am personally responsible for safeguarding the asset(s) until is returned to the department responsible for tracking the asset.*
- 2. That I am solely responsible to ensure that the return of the asset(s) is duly recorded.*
- 3. That I will be financially responsible for any loss or damage to the asset due to my negligence.*
- 4. In the case of cell phones, I will be financially responsible for the cost of all non-business calls for the time the phone is in my possession.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Date returned to inventory: \_\_\_\_\_

Description	Inventory Control Number or Location (if key is issued)	Serial Number	Condition

Received from: \_\_\_\_\_

Received by: \_\_\_\_\_