

City of Richmond
Administrative Manual

REQUEST FOR OFFSITE COMPUTER EQUIPMENT USE

DATE: _____

TO: Department Director

Date(s) Requested: _____

Computer Equipment Requested:

Date to be Returned: _____

Reason for Request: (Please explain why you need computer equipment offsite.)

Offsite Location:

I have reviewed Policy Numbers AP 653 and AP656, and agree to abide by them and accept responsibility for the condition of the equipment. I will return the equipment as soon as I am finished with it or upon request, but not later than the above date.

Computer equipment is sensitive and programs may contain confidential information. I agree to be responsible for the safety and security of the hardware and software. I will notify my supervisor immediately of any breach or damage or loss.

Employee Name: _____ Phone: _____

Immediate Supervisor: _____ Approved date: _____

Department Director: _____ Date: _____
(Signature required)