

**Appendix A**  
**Portfolio Holder Laptop Policy Agreement**

**Portfolio Holder Name:** \_\_\_\_\_

**Portfolio Position:** \_\_\_\_\_

**Laptop Make/Model:** \_\_\_\_\_

**Laptop Serial Number:** \_\_\_\_\_

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

**Additional Authorized Users:** \_\_\_\_\_

The above-named Portfolio Holder has been issued the laptop above to perform the duties of the noted Portfolio position. The Portfolio Holder agrees as follows:

1. To not leave the laptop unattended in a public place.
2. To not loan or allow use of the computer by anyone not authorized on this agreement.
3. To update all software on the machine, including the operating system, as needed to keep the software current.
4. To keep the laptop clean and serviceable.
5. To not drain the battery to the extent that the computer dies.
6. To establish robust password protection so that the computer cannot be used without the password. To share the password with the President or their designee. If the password is subsequently changed, to notify the President or their designee of the new password.
7. To become familiar with how to get technical support for the computer and shall obtain whatever technical support and repairs that are necessary to keep the computer running. To advise the President or their designee when repair is needed, and what actions were taken/need to be taken to repair the computer.
8. If technical support and repair is needed and the computer is no longer covered by a warranty, they shall get an estimate for repair, get approval from the President or their designee for the repair, and once approved shall handle all logistics for the repair. They should pay for the repair and then seek reimbursement on an Association Member Reimbursement Form.
9. If the computer is lost or stolen, to report the loss immediately, and no more than 24 hours after the loss.
10. To install only that additional software on the laptop that is needed to perform the

duties of the position, and only from the appropriate app store. Software that requires a subscription or a charge will be paid for by the portfolio holder, who will then seek reimbursement on an Association Member Reimbursement Form.

11. When the portfolio holder ceases managing the portfolio, to return the computer to the Association in good condition with all accessories.
12. To close any accounts opened for software subscriptions on the computer when the computer is returned to PSU AAUP.
13. To remove any files stored locally on the machine and provide copies of those files to the PSU-AAUP Administrative Director who will archive them for use by the successor portfolio holder.

**Acceptance:**

I acknowledge receipt of the above laptop and agree to the terms of this policy.

---

Signed

---

Print Name

---

Date