



**Wake County Medical Society –  
Community Health Foundation**  
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**LETTER OF AGREEMENT – ASSIGNED COMPUTER**

To staff assigned computers owned by the Wake County Medical Society-CHF

Employee Name: \_\_\_\_\_

CHECK COMPUTER TYPE:    \_\_\_ Laptop    \_\_\_ Home-based desktop

I have been assigned a computer (serial # maintained in the WCMS-CHF inventory system) and licensed software by WCMS-CHF. I agree to the following terms and conditions of use:

APPLIES TO BOTH LAPTOP AND DESKTOP COMPUTERS:

- I agree to assume responsibility for the security and use of the computer at all times that it is in my possession, with the following exceptions:
  1. When the computer has been returned to WCMS-CHF or an approved computer technician for upgrades or repairs;
  2. If the computer was stolen as part of a theft that occurred in my home during a “break and entry” robbery; or
  3. For laptop computers only: If my automobile is stolen along with the laptop computer or the laptop is stolen from inside my vehicle.
- I agree to immediately file a theft report with the local police department upon theft of the computer and will provide a copy of that report to my supervisor.
- In the event that the computer has been stolen due to negligence on my part, I understand that I may be held personally responsible to pay the insurance deductible to replace the computer.
- I agree to return the computer to WCMS-CHF upon termination. I understand that if I don't return the computer, I am responsible to pay WCMS-CHF for the replacement cost of the computer.

ADDITIONAL AGREEMENTS (for LAPTOP COMPUTERS ONLY):

- I agree to keep the laptop computer with me at all times when it is not in my home or stored securely, out of view, in my vehicle.
- I agree to always securely store the laptop in my vehicle, either locked in the trunk, or if no trunk is available, stowed away so that it cannot be seen from the exterior of the vehicle.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date