

Addendum to University of North Texas Property Custody Receipt (UPCR)

Effective Date: _____ **Employee/Student Name:** _____

Employee/Student ID Number: _____

Asset Tag #: _____ **Description:** _____

Asset Tag #: _____ **Description:** _____

Asset Tag #: _____ **Description:** _____

Asset Tag #: _____ **Description:** _____

This addendum supplements the University of North Texas Property Custody Receipt (UPCR) and outlines additional conditions for the temporary removal and use of the specified university-owned laptop. By signing below, the undersigned acknowledges and agrees to the following rules, which are in addition to all terms in the original UPCR:

1. **No Stickers or Modifications:** No stickers, decals, engravings, or any other permanent or semi-permanent modifications may be applied to the laptop or its accessories. The equipment must be returned in its original condition, free of any alterations.
2. **Storage and Protection:** The laptop must be kept in the provided laptop case at all times when not in use or during transport. Failure to do so may result in the undersigned being held responsible for any resulting damage.
3. **Responsibility for Damage:** The undersigned is fully responsible for any damage to the laptop, including but not limited to scratches, dents, liquid damage, or internal malfunctions, regardless of cause. This responsibility extends beyond the pecuniary liability outlined in the original UPCR and Texas Government Code Ann. sec. 403.275.
4. **Not Personal Property:** This is not your personal laptop and should be treated as such. The equipment is university property and must be used solely for official business purposes as stated in the UPCR. Personal use, customization, or treatment as personal property is strictly prohibited.

Violation of any of these rules may result in revocation of authorization to remove the property, disciplinary action, and/or financial liability for repair or replacement costs.

Employee/Student Signature: _____

Date: _____

Approver Signature (Department Head or Designee): _____

Date: _____