



Tablet Acceptance/Agreement

Employee Name:		
Position Title:		
Phone Number:		
Supervisor:		
Tablet issue approved by:		
Serial number:	Verified by: _____	Verified by: _____
Tablet Distributed by: (print)		
Issue Date:		

I understand that JMAC Energy Services plans to replace tablets every three (3) years. Upon receipt of replacement tablet, IT will remove all company information and software from the above listed tablet after which, the above listed tablet will become the property of the above listed employee.

Initial _____

Employees who damage JMAC Energy Services' issued tablet through unauthorized use, misuse, carelessness/negligence* or willful destruction may be liable for the costs resulting from such damage/loss. Infractions may result in disciplinary action, up to and including termination of employment.

Initial _____

** Lost or stolen tablet must be immediately reported to supervisor and an Incident Report filed with Safety (with a copy to Human Resources). In the case of a stolen tablet, local law enforcement must be notified.*

Initial _____

I have been issued a protective case for this tablet. I understand that this tablet must be in its case at all times. If the case becomes worn or damaged, it is my responsibility to contact IT for a replacement case.

Initial _____

I am responsible for returning above listed tablet upon a transfer or separation of employment or at any time my supervisor requests.

Initial _____

Tablet are issued to the holder and must never be loaned or transferred

Initial _____

My signature below confirms that I have received the tablet listed above and agree to the initialed statements.

Employee Signature:	Date:
---------------------	-------

FOR HR USE ONLY

Received in HR date:	Forwarded to Wenatchee date:
----------------------	------------------------------