

Travel Laptop Sign-Out Agreement

This document records the temporary assignment of a company-owned Travel Laptop. By signing below, the user acknowledges responsibility for the device and agrees to comply with all organizational security and usage policies.

Employee Name	
Employee Email / Entra ID	
Department	
Device Name	
Serial Number	
IMEI (if applicable)	
Date Issued	
Expected Return Date	

User Acknowledgment

I acknowledge receipt of the device listed above. I understand that the device remains property of Delphinus Engineering Inc. and must be returned upon request. I agree not to attempt to remove management controls, bypass security features, or install unauthorized applications

I am responsible for the care and security of this travel laptop.
I will use this laptop only for approved business purposes while traveling.
I will not download, install, or modify any software, applications, or settings on this device.
I will not save personal data or use this laptop for personal activities.
I will not share this assigned device with unauthorized individuals.
I will report loss, theft, or damage immediately to IT.
I will not attempt to remove encrypted passwords, security configurations, or device protections.
I will return the device in good working condition when requested..

User Signature: _____ Date: _____

IT Representative Signature: _____ Date: _____