

UNIVERSITY OF MONTEVALLO

Responsibility for University Property

All employees issued or otherwise directly responsible for University property, including, but not limited to, keys, computers, books, cell phones, automobiles, or other equipment shall, at all times, be accountable for such items. Employees who demonstrate a lack of responsibility for the University property under their care, custody, or control may be held financially responsible for the cost to repair or replace such items in accordance with University policy (04:310) or subject to disciplinary action, up to and including termination.

Upon termination of employment with the University, employees must ensure that all debts are paid and all University property issued is returned in reasonable condition. Such property includes, but is not limited to: keys, computers, books, cell phones, automobiles, or other equipment. In accordance with University Policy (04:310), failure to do so may result in a portion, or all, of final pay being withheld to cover the cost of such loss.

I agree to read and abide by the University's policies and procedures concerning University property and settlement of other obligations during my employment and/or upon termination. I further authorize the University to withhold my pay or a portion thereof deemed sufficient to protect its financial interest should I fail to be responsible for the University property in my care, custody, or control or should I otherwise fail to satisfactorily settle debts or obligations in accordance with University policies and procedures.

M Number

Printed Name

Signature

Date