



B.C. FERRY AND MARINE WORKERS' UNION

Union Laptop & Computer User Guide

By accepting the funding (\$800) provided by the Union you are agreeing to the following:

- 1) The Local will maintain an inventory of each item. The Local President or designate who signs this agreement will be responsible for the equipment (laptop).
- 2) The equipment is to be used for Union business.
- 3) The initial set up of the equipment will be done by the Union's IT provider and arranged through the Union Office.
- 4) The Union Office will arrange for the equipment to be serviced by the Union's IT provider on an annual basis. The cost for the annual service will be covered by the Union.
- 5) The Local is responsible to cover the cost of servicing the equipment between annual maintenance services. Any and all repairs are to be performed by the Union's IT provider and arranged through the Union Office, except if covered by warranty.
- 6) The equipment shall be returned to the Union Office for clean up once the Local President or designate as stated below no longer holds office. Then the equipment shall be returned to the appropriate Local.

I, _____, understand the above terms and agree to them.
(Print name)

(Signature)

(Date)

(Staff member)

(Date)