

|          |  |               |  |
|----------|--|---------------|--|
| Serial # |  | Assigned User |  |
|----------|--|---------------|--|

## Laptop Inventory

This inventory worksheet must be completed for every laptop with a "DET" inventory tag.

*Please print legibly*

| <b>Identification &amp; Usage</b>   |  |                                 |  |
|---|--|---------------------------------|--|
| Brand/Make  |  | Model                           |  |
| DET Tag #   |  | Serial #                        |  |
| MAC Address   |  | Wireless                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Ethernet  | <input type="checkbox"/> Yes <input type="checkbox"/> No | DETMMA Access                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Assigned User   |  | Phone #                         |  |
| DIV/Unit  |  | Manager/Supv.                   |  |
| Primary Location Used   |  |                                 |  |
| Primary Storage Location of Laptop  |  |                                 |  |
| Secondary Location Used   |  |                                 |  |
| Secondary Storage Location of Laptop  |  |                                 |  |
| Description of business purpose(s) for which the laptop is used. (Use back of form if needed) |  |                                 |  |
| Frequency of Laptop Use   |  | <input type="checkbox"/> Daily  | <input type="checkbox"/> Monthly                         |
|   |  | <input type="checkbox"/> Weekly | <input type="checkbox"/> Other _____                     |
| Frequency of Connection to DWD Network  |  | <input type="checkbox"/> Daily  | <input type="checkbox"/> Monthly                         |
|   |  | <input type="checkbox"/> Weekly | <input type="checkbox"/> Other _____                     |

| <b>Personally Identifiable Information(PII) or Confidential Data on Laptop<br/>(check all that apply)</b> |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Social Security #'s  | <input type="checkbox"/> Date of Birth | <input type="checkbox"/> Employment History/Resumes | <input type="checkbox"/> Names/Addresses |
| <input type="checkbox"/> FEIN #'s   | <input type="checkbox"/>               | <input type="checkbox"/>                            | <input type="checkbox"/>                 |
| Other:  |  |   |  |

| <b>Additional Information</b>                    |  |
|--|--|
| Is Crystal Reports used on this laptop?          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is Data Validation software used on this Laptop? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is MOSES used on this Laptop?                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does user take this laptop home?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is CITRIX installed on this laptop?              | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| <b>Inventory Collection Information</b> |  |           |  |
|---|--|-----------|--|
| Inventoried BY                          |  | Signature |  |
| Phone                                   |  | Email     |  |
| Date of Inventory                       |  |           |  |

Please mail completed form to: *Marilyn Boyle, Division of Career Services, Information & Reporting Department, 19 Staniford Street, 2<sup>nd</sup> Floor, Boston, MA 02114*