

Title: **MATC LISTED PROPERTY PERSONAL USE  
AGREEMENT**

Code: EE0201-B

Policy Reference: E0202, Policy Statement Governing Technology Use by Faculty and Staff; EE0202, Technology Usage Procedure; C0201, Harassment; C0700, District Employee Code of Ethics

**Appendix A****MILWAUKEE AREA TECHNICAL COLLEGE  
LISTED PROPERTY PERSONAL USE AGREEMENT**

The MATC Information Technology Division needs to collect information about the following mobile technology that was recently assigned to you:

Cell Phone      Smartphone      Wireless Card      PDA      Laptop      Pager

**Please complete the information below next to the asterisk**, sign and date at the bottom, and return this form to Information Technology. If you have questions, please contact the MATC Information Technology Division at 414-297-7714.

\*Name \_\_\_\_\_ \*COSMO ID \_\_\_\_\_

\*Item Description \_\_\_\_\_

\*Approximate date that you received this item \_\_\_\_\_

\*Manufacturer \_\_\_\_\_ \*Model \_\_\_\_\_

\*Serial Number \_\_\_\_\_

\*Carrier (Sprint, Verizon, etc., if applicable) \_\_\_\_\_

\*10-Digit Telephone Number \_\_\_\_\_

\*MATC Tag Number (if available) \_\_\_\_\_

Fair Market Value of Device (If new Cost) \_\_\_\_\_ Useful Life in Years \_\_\_\_\_

\*Software that you loaded onto the device (if applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fair Market Value of Software (if new cost) \_\_\_\_\_

Year that the item was purchased by MATC \_\_\_\_\_

Cost of Monthly Service Contract (if applicable) \_\_\_\_\_

*I understand that all information electronically stored on MATC issued information technology equipment, including, but not limited to laptop and notebook computers, cell phones and personal digital assistants (PDAs) is subject to Wisconsin open records and may be disclosed to outside parties.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_