

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
EMPLOYEE CERTIFICATION

Use of State-Owned Portable Devices Policy

I have read and understand the 'Use of State-Owned Portable Devices" policy (G-36). I understand that usage of a state-owned portable device for other than official state business or as authorized by my employer is prohibited, and all charges are subject to audit, as provided in Department of Technology, Management and Budget Information Technology Standard 1410.21.

In the event that I use my portable device for personal purposes, I will reimburse the state for all charges plus applicable federal and state taxes, according to department policies.

If I misuse a state portable device, I accept full responsibility for any administrative action taken against me relating to violation of this or any other acceptable usage policy.

I also understand and accept that I am responsible for any damage or loss of the issued portable device, and that I will be required to reimburse the state for the full cost of the device.

Employee Signature

Date

Division, Office, Bureau, Unit or Section