



Cable Lock Release Form

All College-owned laptop computers must be secured with a cable lock. The Campus Property Control Manager (CPCM), Director of Information Technology, Network Engineer, or Director of Facilities provides cable locks for College-owned laptop computers at no charge.

If you cannot use a cable lock at your desk/working area, please contact the Director of Facilities. If he/she is not available, please leave a message/email and then contact your CPCM.

If you cannot unlock your cable lock, please contact your CPCM, Director of IT, Network Engineer, or Director of Facilities.

I certify that I understand and agree to the NTCC Cable Lock Policy# FM-006

Printed Name

Job Title

Employee's Signature

Date

Employee's Supervisor

Date

_____ <i>Campus Property Control Manager or College IT personnel</i>	_____ <i>Date</i>
_____ <i>LPAA Tag#</i>	<u>Yes</u> <u>No</u> Asset database updated (circle One)