

INFORMATION TECHNOLOGY DIVISION

LETTER OF UNDERTAKING FOR COMPUTER ALLOWANCE

I,..... Identity Card / Passport No.....

having an office address at

.....
declare that I have received reimbursement of RM (Cheque No., Payment Voucher, Date) for the Purchase of model & serial number which is a facility granted by the University in lieu of computer entitlement as provided the International Islamic University Malaysia (hereinafter referred as "the University").

(Hereinafter referred to as 'Equipment'); and with the serial no. of.....

I hereby undertake that I shall —

1. agree to relieve the University from any obligation to provide equipment to the staff members unless the University management decides otherwise;
2. acknowledge that the Equipment has been received and accept such Equipment 'as is' on the terms and conditions set forth in this letter of undertaking and related Policy for Computer and Printer Entitlement and Guideline for Computer Allowance for IIUM Staff;
3. agree to use the Equipment in accordance with the University's acceptable use policies and never use the Equipment in a way that is illegal, immoral or inappropriate;
4. agree to be responsible on the safety and security of the Equipment;
5. agree to make the Equipment available to the representatives of the University for audit purposes upon three (3) days' oral or written notice;
6. acknowledge that the staff owns the Equipment subject to Policy for Computer and Printer Entitlement;
7. agree to bear the cost of loss or damage to the Equipment during the term of the period undertaking that is 5 years from the date of eligibility of computer allowance ;
8. agree to ensure that the technical specification of the Equipment complies with the University's ICT infrastructure requirements;

9. agree and acknowledge that with the conferment of the computer allowance entitlement, the performance of official duties is sustainable at any point of time; and
10. agree to ensure the confidentiality of any University data/information stored in the computer is preserved at all times.

This Letter of Undertaking (LOU) constitutes the entire agreement between the University and the Staff and there are no other agreements, written or oral, with respect to subject matter hereof.

I fully understand that if I commit a breach of this Undertaking, I shall be liable to a disciplinary action or other appropriate action as determined by the University.

Signature of Staff :
Name of Staff :
Designation / Staff No. :
Kulliyah/ Centre/ Division/Institute (K/C/D/I):
Date Received :

Name of Equipment :
Model of Equipment :

Witnessed by:

Director / Deputy Director / Senior Assistant Director / Assistant Director from
Kulliyah / Centre/ Division / Institute (K/C/D/I).

Signature :
Name :
I/C / Passport :
Date :