



Any KDADS staff may reserve and/or checkout laptops, laptop printers etc. For a list of available equipment see the KDADS Intranet website, under Procedures then Equipment. Contact the Help Desk to check out equipment.

If you have any questions regarding the use of KDADS' equipment you have checked out or equipment that is assigned to may include, but is not limited to: laptops, cellular phones, Wi-Fi cards, printers, flash drives, or tablets; please contact the KDADS Help Desk.

Employees are responsible for securing all State equipment that you check out or that is assigned to you. If you need to take equipment outside of your workstation, be careful not to leave the equipment unattended.

If KDADS property in your possession is misplaced or damaged, please contact your supervisor and the KDADS Help Desk.

If KDADS property in your possession is stolen or lost, please contact the local police first, then the KDADS Help Desk, KDADS Legal Division, your supervisor, and Human Resources immediately.