

# Telework Equipment Inventory

## Personal Property Provided by Employee:

Listed below are some examples of property that may be furnished by the employee. These are only examples; please add as many other items as fit the particular circumstance (note: file cabinets must be able to be locked). The employee is responsible for the maintenance and repair of all employee-owned property.

- |  |  |
|--|--|
| <input type="checkbox"/> telephone (number     | ) <input type="checkbox"/> chair                 |
| <input type="checkbox"/> cell phone (number    | ) <input type="checkbox"/> locked filing cabinet |
| <input type="checkbox"/> computer              | <input type="checkbox"/> desk                    |
| <input type="checkbox"/> second telephone line | <input type="checkbox"/> voice mail system       |
| <input type="checkbox"/> DSL line              | <input type="checkbox"/> answering machine       |
| <input type="checkbox"/> Cable Modem           |  |

Other (list):

## Property Provided by Employer:

Listed below are similar samples of employer property that may be provided to employee as part of the telework arrangement. As set forth in the accompanying Agreement, the employee is required to promptly return all employer property to employer upon the termination of the telework arrangement.

- |  |  |
|--|--|
| <input type="checkbox"/> telephone (number     | ) <input type="checkbox"/> chair                 |
| <input type="checkbox"/> cell phone (number    | ) <input type="checkbox"/> locked filing cabinet |
| <input type="checkbox"/> computer              | <input type="checkbox"/> desk                    |
| <input type="checkbox"/> second telephone line | <input type="checkbox"/> voice mail system       |
| <input type="checkbox"/> DSL line              | <input type="checkbox"/> answering machine       |
| <input type="checkbox"/> Cable Modem           |  |

Other (list):

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature (if different than above): \_\_\_\_\_ Date: \_\_\_\_\_