# Remote Work Equipment Request

To accommodate those employees working from home during and in response to the Covid-19 event, the campus is allowing University owned equipment to be removed and placed within the employee’s home to use for business purposes. The following stipulations apply:

* The employee is responsible for any loss or damage, due to negligence, to the equipment while in their possession;
* The equipment is to be used for University business purposes only;
* Upon notice by supervisor, employee must return equipment to its original location within two (2) business days (exception would be large items requiring coordination with Transport Services;
* Employee must have prior approval (see below) prior to removing equipment;
* Upon approval, supervisor/department is required to keep this form on file and available for review upon demand for one (1) year after completion of event.

## **Items Removed**

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| --- | --- |
| **Description (Dell Notebook, CPU, etc….)** | **Serial Number or other identifier** |
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## **Approvals**

#### **Employee requesting equipment Supervisor**

Print Name: Print Name:

Signature: Signature:

W#: Title:

Date: Date:FINAL 6/29/20