**Receipt of COMPANY Equipment (Permanent Set-Up)**

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| --- | --- |
| **Name of Employee:** |  |
| **Employee Address:** |  |
| **Employee Phone Number and Email:** |  |
| **Name of Supervisor:** |  |
| **Date Completed:** |  |

The following COMPANY equipment is provided to the employee to furnish a home office equipped for effective telecommuting. The employee agrees to the following terms. The employee will:

* Use COMPANY technology only for conducting COMPANY business.
* Use COMPANY equipment with proper care and protect it from damage and excessive heat
* Notify IHT Service Desk at NUMBER/IT TICKET SOURCEto report any technology issues
* Return all COMPANY equipment within fourteen days if telecommuting is terminated or upon request by COMPANY.

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| --- | --- | --- | --- |
| **Technology**Any hardware/software with version number | **Serial Number** | **Date Provided** | **Date Returned** |
| **Computer Set-Up** |  |  |  |
| Monitor 1 |  |  |  |
| Monitor 2 |  |  |  |
| Laptop and Docking Station |  |  |  |
| Keyboard |  |  |  |
| Mouse |  |  |  |
| Power Cords (2) |  |  |  |
| Surge Protector |  |  |  |
| Headset |  |  |  |
| Ethernet Cable (1) |  |  |  |
| Video Camera |  |  |  |
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I agree to the above terms.

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Employee Name (Print Name) Date

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Employee Signature Supervisor Signature