Receipt of College Technology Equipment¹ and Software

The following college technology equipment and software is provided to the employee to furnish an alternative worksite office equipped for effective telecommuting. The employee agrees to the following terms. The employee will:

 Use college technology equipment and software with proper care and protect it from damage and excessive heat. Notify technical support immediately at to report technology problems. Return all college technology equipment and software to the College within ten work days if telecommuting is terminated or upon request by the College. 			
College Technology & Software	Serial Number	Date Provided	Date Returned
Any hardware/software with version number		Frovided	Returned
I agree to the above terms.			
Telecommuter name and date	e:		
Address:			
Phone number and e-mail:			
Telecommuter signature:			

Approved by Management Council 5/5/08; 3/11/20 (minor revision)

the appropriate approvals.

¹ College computer technology is defined as a computer and/or a printer that has gone through