**UCSB Receipt of University Equipment**

The following UCSB 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 UCSB equipment and technology only for conducting University business.
* Use UCSB equipment with proper care and protect it from damage and excessive heat.
* Notify technical support immediately at \_\_\_\_\_\_\_\_\_\_ to report technology problems.
* Return all UCSB equipment to the University at the conclusion of the telecommuting arrangement or upon request by the University.

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| --- | --- |
| **Lived Name of Employee** |  |
| **Employee Phone Number and Email** |  |
| **Lived Name of Supervisor** |  |
| **Supervisor Phone Number and Email** |  |
| **Start Date of Telecommuter/Remote Worker Agreement** |  |

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| --- | --- | --- | --- |
| **Equipment, including any hardware/software with version number** | **Serial Number** | **Date Provided** | **Date Returned** |
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I have read, understood, and will comply with the above terms:

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Employee’s Signature Date

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Supervisor’s Signature Date