You may be issued equipment for use when working off-site as part of a telecommuting or work-at-home agreement. You agree to maintain and use any company equipment as described in this acknowledgment.

|  |  |
| --- | --- |
| Employee name: |  |

|  |  |
| --- | --- |
| Items issued by: |  |

|  |  |
| --- | --- |
| Date items issued: |  |

|  |  |
| --- | --- |
| Quantity | Description |
|  |  |
|  |  |
|  |  |
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|  |  |

Employee Acknowledgment

I acknowledge receipt of the company-owned property listed above.

I agree to maintain the property in good condition and to return it when I cease working for the company, or earlier upon request.

I agree to report any loss or damage immediately. I further agree to use said property only for work-related purposes.

I understand that violation of this acknowledgment may be cause for discipline.

**Employee signature:**

**Name (print):**

**Date:**