



University of California San Francisco

Human Resources

## Receipt of University Equipment

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

- \* Use UCSF technology only for conducting University business.
- \* Use UCSF equipment with proper care and protect it from damage and excessive heat.
- \* Notify technical support immediately at \_\_\_\_\_ to report technology problems.
- \* Return all UCSF equipment to the University within ten work days if telecommuting is terminated or upon request by the University.

<b>Technology</b> Any hardware/software with version number	<b>Serial number</b>	<b>Date provided</b>	<b>Date returned</b>

I have reviewed and agree to the items above/outlined in this checklist.

\_\_\_\_\_  
Telecommuter's/Remote Worker's Signature

\_\_\_\_\_  
Date