EQUIPMENT LIST FOR TELECOMMUTERS

HUMAN RESOURCES
FORM

Human Resources | One Washington Square | San José, CA 95192-0046 | 408-924-2250 408-924-1701 (fax)

EMPLOYEE INFORMATION	
Name of Employee:	Date:
Name of Appropriate Administrator:	Department:

Replacement of State owned equipment that is stolen or destroyed would be the responsibility of the Telecommuter's homeowners/renters insurance, up to the limits of such policy(s).

Replacement costs above personal policy limits will be the responsibility of San José State University. Department management shall determine if the telecommuter's insurance policy limits are sufficient to protect the resources of the department. See "Administrator's Checklist for Telecommuters".

The following equipment is provided by the University:

Estimated Equipment Cost: _____ Actual Cost: _____

The following equipment is provided by the Telecommuter, who guarantees that it is compatible with University equipment:

Appropriate Administrator Signature: _____ Date: _____

Employee Signature: _____ Date: _____