



*Employees who perform work at home may be authorized to keep San José State University property at their residence. The property must be used solely for University related purposes.*

*If home use of computer equipment is authorized, software loaded onto these machines must be San José State University legally licensed, and not "bootlegged". Installation of personally owned/purchased software is prohibited. The University is not responsible for legal sanctions and claims against an employee who has loaded unlicensed software onto these machines.*

*Computers running Microsoft Windows operating systems should be kept patched with the latest hot-fixes and updates from Microsoft. Anti-virus definitions should also be kept current. Keeping the computer current requires periodic connectivity to the Internet for downloading updates.*

*Employees must complete the information below and obtain approval of the department property custodian before removing any property from the campus. The original form shall be kept on file in the department and a copy sent to the University Property coordinator. Employees will be required to bring the property back to campus to be included in the department's regularly scheduled equipment inventory.*

*Upon termination of employment, the employee's supervisor will be responsible for ensuring the return of the equipment to the University. When equipment is returned the department is responsible for notifying the University Property Coordinator.*

**Department Information**

Employee Name: _____	P.O. Number: _____
Description of Property: _____	
Serial Number: _____	Asset Tag Number: _____

**Department Approval**

<i>I acknowledge that the equipment above is the sole property of San José State University, and that the equipment is in good working order. I understand that I may be charged the full cost of the property released to my care if I am found responsible for the loss (including theft due to negligence) or damage to such property.</i>	
Employee Signature: _____	Date of Check Out: _____
Dept. Property Custodian: _____	Date of Approval: _____

**Returned Equipment**

<i>When equipment is returned to the University, the portion below will be completed by the department property custodian acknowledging the return. One copy will be provided to the employee for his/her records, a copy will be kept on file in the department and a third copy will be sent to the University Property Coordinator.</i>	
Dept. Property Custodian: _____	Date of Return: _____