

EMPLOYEE INFORMATION	
Name of Telecommuter:	Employee ID:
Name of Appropriate Administrator:	
Division/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:

Equipment Estimated Cost: _____ Equipment 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: