

Date: 10/30/2003

Replaces: 01/28/98

Issuing Office: OD/OHR/DWD/BPLB, 496-2404

Appendix 2
Telework Equipment Inventory

Personal Property Provided by Employee:

Listed below are some examples of property that may be furnished by the employee. These are only examples; please add as many other items as fit the particular circumstance (note: file cabinets must be able to be locked). The employee is responsible for the maintenance and repair of all employee-owned property.

- Telephone, cell phone, computer, second telephone line, DSL line, Cable Modem, chair, locked filing cabinet, desk, voice mail system, answering machine

Other (list):

Property Provided by Employer:

Listed below are similar samples of employer property that may be provided to employee as part of the telework arrangement. As set forth in the accompanying Agreement, the employee is required to promptly return all employer property to employer upon the termination of the telework arrangement.

- Telephone, cell phone, computer, second telephone line, DSL line, Cable Modem, chair, locked filing cabinet, desk, voice mail system, answering machine

Other (list):

Employee Signature Date:

Approving Official Signature Date:

Supervisor Signature (if different than above): Date: