

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 (number _____) chair
- cell phone (number _____) locked filing cabinet
- computer desk
- second telephone line voice mail system
- DSL line answering machine
- Cable Modem

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 (number _____) chair
- cell phone (number _____) locked filing cabinet
- computer desk
- second telephone line voice mail system
- DSL line answering machine
- Cable Modem

Other (list): _____

Employee Signature _____ Date: _____

Approving Official Signature _____ Date: _____

Supervisor Signature (if different than above): _____ Date: _____