

# Home-Based Employee Equipment Inventory

Employee Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Pager Number: \_\_\_\_\_

Address: \_\_\_\_\_

Work Unit: \_\_\_\_\_ Manager: \_\_\_\_\_

Job Title: \_\_\_\_\_

## Computer Information:

Type of Computer: Desk Top (Stationary) or Mobile (Laptop or tablet)

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ DHR Inventory Number: \_\_\_\_\_

Type of Printer: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Type of Fax Machine: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Internet Provider: \_\_\_\_\_ Type of connection: DSL, Cable, Dial-up

## Pager Information:

Type of pager: \_\_\_\_\_ Serial Number: \_\_\_\_\_

## Radio Information:

Type of radio: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Calling Card Number: \_\_\_\_\_

Do you have any furniture in your home that was obtained from a DFCS office or state surplus inventory? YES NO

If yes, list type of furniture and state serial numbers on furniture:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Miscellaneous Information: \_\_\_\_\_

**Employee Agreement:** I certify that I have the above equipment and other items in my possession. Upon termination of my employment all state issued items must be returned to my supervisor. If my office is moved from my home, the State will no longer reimburse me for Internet charges. All state supplied items are to be used for business purposes only.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*