

Wayland Baptist University Telecommuting Equipment Checklist

The following checklist is designed to document equipment owned by Wayland Baptist University and used at your telecommuting worksite.

Equipment supplied by the university will be maintained by the university and should be used for business purposes only.

Upon termination of employment or a telecommute agreement, all Wayland owned property will be returned to the university, unless other arrangements have been made.

Please complete the following information regarding university owned equipment:

Employee Name: _____

Campus: _____ Department: _____

Employee Contact Phone Number: _____

Employee Email: _____ Alternate Email: _____

Telecommute Street Address: _____

City: _____ State: _____ Zip Code: _____

Date equipment moved to the telecommute worksite: _____

Equipment Type/Description: _____

Equipment Model, if applicable: _____

Equipment Serial Number or ~~09~~(~~4~~)~~7~~ (e Tag,Ps8)~~4~~(~~4~~)~~4~~ Departme ~~4~~816s_Td(~~3~~ worksite.)T00DB21Dc)~~4~~816s_Td7p