

Delta College Telecommuting Agreement

Receipt of College Equipment

Name of Telecommuter: _____

Name of Supervisor: _____

Date Completed: _____

The following Delta College equipment is provided to the employee to furnish a home office equipped for effective telecommuting. The employee agrees to the following terms. The employee will:

- Use Delta College equipment and technology only for conducting college business.
- Use Delta College equipment with proper care and protect it from damage and excessive heat.
- Notify the office of OIT at 989 686 9575 to report technology problems.
- Return all Delta college equipment to the College within 10 business days if telecommuting is terminated or upon request by the College.

Equipment	Serial Number	Date Provided	Date Returned

I agree to the items outlined above.

Telecommuter's Signature

Date