

Texas Department of Criminal Justice
Telework Equipment Checkout

Employee Name: _____ Division: _____

Payee ID: _____ Unit/PDC: _____

Physical Address of Alternate Work Location: _____

The following TDCJ equipment is issued to the above referenced employee to use while teleworking:

Desktop/Laptop Computer Inventory #: _____

Other (Specify) Description: _____

Employee Responsibility

Employees who telework and are issued TDCJ property or equipment:

- are financially responsible for the equipment if it is lost, stolen, or damaged due to the employee's negligence, misuse, or abuse;
- may not allow non-employees to use the TDCJ property or equipment;
- are responsible for returning equipment in the same condition;
- are responsible for immediately returning equipment when they no longer telework or leave TDCJ employment;
- will ensure state-owned equipment is used only for state business;
- will report any malfunctions or damage to the equipment to the Information Technology Division; and
- are responsible for notifying their immediate supervisor and filing a police report if the equipment is stolen regardless of whether the employee was negligent.

Acknowledgement

I have read and understand my responsibilities as described above. I understand that I am financially liable for loss or damage to the equipment listed above if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and service the equipment. (Texas Government Code §403.275)

Employee Signature

Date

Immediate Supervisor Signature

Date

Distribution:

Original – Employee's Master Human Resources File

Copy – Information Technology Division – Resource Management

Copy – Unit or Department Property Officer

Copy – Employee

Copy – Unit or Department Human Resources File