



PROPERTY MANAGEMENT

EMERGENCY- OFF-CAMPUS HOME USE AGREEMENT - EQUIPMENT, PERSONAL COMPUTING DEVICES, & NON-TAGGED INVENTORY

EMPLOYEE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

TAG # or N/A	SERIAL #	DESCRIPTION	DATE REMOVED	DATE RETURNED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

1. Should the employee terminate employment from the University during COVID-19 Emergency (or move to a different University department), the **employee must return the equipment, PCD, or non-tagged inventory to the department** that authorized home use.
2. After conclusion of the COVID-19 Emergency, Property Management may request that the authorizing department re-certify the existence and use of the tagged equipment in connection with its annual inventory of University equipment.
3. By signing agreement the Employee understands and agrees they will be charged for any loss and/or damage to State property due to negligence and/or unauthorized use.

**SIGNATURE OF EMPLOYEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF APPROPRIATE ADMINISTRATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Once completed, this form is to be maintained by the Employee's Appropriate Administrator. Please provide electronic copy to the Employee, Appropriate Administrator, and Property Management Department (email: harlin@sonoma.edu)**