



Receipt of RIT Property

The following RIT-owned items are provided to the employee to furnish a remote workspace equipped for effective telecommuting:

| <u>Technology/Equipment</u> | <u>Serial Number</u> | <u>Date Received</u> | <u>Date Returned</u> |
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- Use RIT technology only for conducting RIT-related business.
- Use RIT equipment with proper care and protect it from damage.
- Notify RIT immediately to report damage or technical problems.
- Return all RIT equipment to the university within five business days if telecommuting is terminated or upon request by RIT.

Employee Signature

Date

Supervisor Signature

Date