

# IT Equipment Loan Agreement



Employee Namefield type single line

Robin Morse

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Employee Emailfield type single line

Robin.Morse@tax.ok.gov

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Employee IDfield type single line

119055

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Employee Usernamefield type single line

OTC\robin.morse

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Employee Phonefield type single line

522-6842

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Employee Divisionfield type drop-down

Information Technology

- Date Borrowedfield type date

9/21/2023

- The Oklahoma Tax Commission is providing equipment to agency employees for the purpose of teleworking from home. The following agreement applies to employees who receive equipment from The Oklahoma Tax Commission, including monitors, docking stations, keyboards and any other equipment loaned to employees to assist them in performance of their assigned duties and responsibilities as an employee of the OTC.

By signing this form, I agree to keep all equipment loaned in good condition. I agree to return item(s) promptly if I resign/retire or am otherwise no longer an employee of the Oklahoma Tax Commission. If I fail to promptly return equipment upon resignation, retirement or termination from the agency I may be liable for any replacement costs of the equipment.

By my signature I acknowledge that I have received a copy of this agreement and all below listed items and agree to all of the terms, responsibilities and conditions.

## Items Borrowed

Equipmentfield type drop-down

Modelfield type single line

Service Tag/Serial #field type single line

Row 1

Equipmentfield type drop-down

Port Replicator/Docking Station

Modelfield type single line

123

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Service Tag/Serial #field type single line

123

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## Signatures

section

- Deployment Agent (Print Name)field type single line

Agent One

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Deployment Agent Signaturefield type signature



*Agent One*

Agent Sign Datefield type date

9/21/2023

Employee Signature\*field type signature



*Robin Morse*

Date Signedfield type date

9/21/2023