

IT Equipment Loan Agreement



Employee Name field type single line

Robin Morse

Employee Email field type single line

Robin.Morse@tax.ok.gov

Employee ID field type single line

119055

Employee Username field type single line

OTC\robin.morse

Employee Phone field type single line

405-522-6842

Employee Division field type drop-down

Information Technology

Date Borrowed field type date

11/8/2023

- 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

Equipment field type drop-down

Model field type single line

Service Tag/Serial # field type single line

Service Tag/Serial #
type
single line

Row 1

Equipment field type drop-down

Monitor

Model field type single line

Dell

ABC
123


Signatures

section

Deployment Agent (Print Name) field type single line

Computer Guy


Deployment Agent Signature field type signature



Agent Sign Date field type date

11/9/2023

Employee Signature* field type signature



Date Signed field type date

11/9/2023