



THE UNIVERSITY
OF ARIZONA.

Arizona's First University.

Telecommuting Resources Checklist

This checklist is to be completed and signed by both the employee who will be telecommuting and his or her supervisor. Attach an additional sheet if necessary.

Equipment/Supply	Provided by Telecommuter	Provided by the University of Arizona	Insured by Telecommuter	Insured by the University of Arizona
Telephone line				
Telephone basic phone rate				
Telephone calling options (voice mail, call waiting, teleconferencing)				
Telephone long distance charges				
Cell phone				
Computer (CPU, monitor, keyboard)				
Laptop				
Modem				
Calculator				
Fax				
Scanner				
Printer				
Copier				
ISDN line				
ISDN monthly rate				
E-Mail				
Internet				
Software				
Information security resources				
Reference materials				
Paper				
Writing supplies				
Staples				
Paperclips				
Hole punch				
Printer ink cartridges				
Stapler				
Tape/tape dispenser				
Chair				
Lighting				
Workstation (desk)				
File cabinet				
Storage				
Other:				

Telecommuter Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____