



UNIVERSITY OF
CENTRAL FLORIDA

OFFICE EQUIPMENT CHECK-OUT FORM

The UCF Division of Finance Office Equipment Check-out form should be used as a tool for accountability for all UCF-owned office equipment assigned to employed staff that is being removed from UCF premises as a result of flexwork or remote work arrangements. In addition, all assets tagged over \$5,000 must be accompanied by the UCF Authorization for Off-Campus Use of State-Owned Property form at: <https://fa.ucf.edu/wp-content/uploads/sites/2/41-814-Off-Campus-Form-Updated-2016.pdf>.

All employees should have the opportunity to propose office equipment check-out to accommodate flexwork or remote working arrangements. It is ultimately the supervisor's decision to approve or decline an equipment check-out request. All equipment check-out must be signed off by a supervisor and FSS IT. **Please Note: Any Division of Finance staff member who removes permitted UCF-owned office equipment from the premises is responsible for its care and security. All damaged or stolen equipment must be reported to your supervisor immediately and follow-up with a police report if required.**

Employee Name	NID
Title	Phone
Department/Unit	Supervisor

Check-out Agreement

All office equipment must undergo a supervised check-out process in conjunction with the attached equipment matrix. Additionally, staff members should agree to the following guidelines:

- Scanners, printer toner/paper, cleaning supplies, Unit Power Supply (UPS) or power strips are NOT to be removed from the premises.
- Take pictures of office equipment BEFORE removing from the premises.
- Availability of miscellaneous office items for off-campus use is limited and must be approved by supervisor (i.e. pencils, pens, highlighters, sticky notes, etc.).
- UCF will not provide moving services for any office equipment.
- The staff member agrees to provide any additional policy documentation required (i.e. Flexwork Arrangement, UCF Telecommuting policy, Emergency Remote Work Agreement, etc.).

Employee Signature _____	Date: _____
Supervisor's Signature _____	Date: _____
Other Required Signature _____	Date: _____

Please electronically sign and return to afitsupport@ucf.edu. All staff approved for office equipment check-out must notify FSS IT personnel to schedule a time/date for pickup.

Employee Name:

Staff IT Equipment Check-out Items	Descriptions	Status
NOTE: Take pictures BEFORE removing or unplugging cables.		

1	Office Desk/Cubicle Equipment Items	Please note: Office Equipment (except laptops) should not be routinely moved in order to prevent long-term damage. No extra equipment is available for check-out if not already located in office.	
1.1	Monitor(s)	Indicate number of monitors checked out: _____ monitor(s)	<input type="checkbox"/>
1.2	Desktop Computer/PC (not Wi-Fi ready)	Requires Ethernet cable for connection. Cable length between 6' - 20'. Contact FSS IT (Carlos or Hector).	<input type="checkbox"/>
1.3	Office Desktop Printer (if already available)	Pertains to personal office printers only - Extra toner or paper will be provided per supervisor.	<input type="checkbox"/>
1.4	Keyboard/Mouse	If wireless, do not forget to take the UBS connector.	<input type="checkbox"/>
1.5	Cables for Connections	Associated power or connector cables for operational use only. Does not include UPS or power strip. Note: For your device to work properly, power and data cables are required.	<input type="checkbox"/>
1.6	Laptop Brick (DOCK)	Be mindful when removing. Most are tied down and/or behind the office desks.	<input type="checkbox"/>
1.7	Headset (if/when available)	Provided by UCF	<input type="checkbox"/>
1.8	Office Supplies from Common Areas	Please consult with supervisor. Allotted amount is limited.	<input type="checkbox"/>
NOTE: The following items will not leave the office: scanners, cleaning supplies, UPS and power strip.			

2	Miscellaneous Office Items		
2.1	General Office Supplies/Amenities	Must be already in office or cubicle. Do not remove items from other locations.	<input type="checkbox"/>
2.2	Mouse pad (if already available)	Includes any wrist pad(s)	<input type="checkbox"/>
2.3	Current Office Chair	UCF will not provide moving services or additional chairs.	<input type="checkbox"/>
2.4	Misc. Paper(s)/Binder(s)	Must be already in office or cubicle. Do not remove items from other locations.	<input type="checkbox"/>
2.5	Desk calculator (if already available)	Must be already in office or cubicle. Do not remove items from other locations.	<input type="checkbox"/>
2.6	Foot rest (if already available)	Must be already in office or cubicle. Do not remove items from other locations.	<input type="checkbox"/>
NOTE: The following items will not be provided: pens, pencils, sticky notes, highlighters, and similar items.			

3	New Employee IT Equipment Items	(Additional Items Issued)	
3.1	Laptop	16gig RAM, 512Gig SSD, 15inch, ~1300~1500/computer	<input type="checkbox"/>
3.2	Monitor(s)	2x24inch monitor - ~250/monitor	<input type="checkbox"/>
3.3	External mouse/keyboard	Keyboard & Mouse rest – request	<input type="checkbox"/>
3.4	Desk Chair	Negotiable, should there be allowance	<input type="checkbox"/>
3.5	UCF hotspot access	Must be requested and approved by management	<input type="checkbox"/>
3.6	Cables for Connections	Associated power or connector cables for operational use only. Does not include UPS or power strip. Note: For your device to work properly, power and	<input type="checkbox"/>
3.7	Flexwork Agreement	Approval of flexible work schedule	<input type="checkbox"/>
3.8	UCF Telecommuting Agreement	Signed and submitted to UCF Human Resources.	<input type="checkbox"/>

Section 1.8 Documentation - In the space below, please document items utilized from this category.