



KGI - OFFICE EQUIPMENT CHECKLIST

EMPLOYEE INFORMATION

Name: _____ Date: _____

Department: _____ Supervisor: _____

Position: _____ Cabinet Supervisor: _____

KGI supports lending equipment to staff and faculty that assist and/or are essential in completing day to day job responsibilities. Borrowed equipment must be returned in the same working order that it was in when it was borrowed. Damaged equipment, late returns, and non-returns are discouraged through monetary fees and/or loss of privileges for future borrowing.

OFFICE FURNITURE & EQUIPMENT

- Office Chair(s)
- Chair Mats/Floor Mats
- VariDesk (Sit/Stand desk)
- Paper Shredder
- Whiteboard/Corkboard
- Foot Rest/Stool
- Space Heater

OTHER

- _____
- _____
- _____
- _____
- _____
- _____
- _____

IT EQUIPMENT

- Laptop
- Docking Station - Laptop
- Desktop Computer
 - Computer Monitor(s)
 - Keyboard and Mouse
- Printer/Toner
- Desktop Scanner/Printer/Fax

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

GENERAL OFFICE SUPPLIES

- Stapler
- Tape Dispenser/Tape
- Scissors
- Calculator
- Three-hole punch
- Desk Document tray/holder