



**GEORGIA DEPARTMENT OF HUMAN SERVICES
Human Resources Policy #111 A6**

TELEWORK PROPERTY REMOVAL FORM

Please complete this form to track removal of state property from DHS to the telework site. This includes materials such as your laptop, keyboard, mouse, etc.

Employee Name:		Date:	
Division:		Area:	
Work Address:			
Suite/Room Number:			
Work Email:		Work Phone Number:	
List Items Removed:			
Item Name:		Item Name:	
Item Make No.:		Item Make No.:	
Item Model:		Item Model:	
Item Serial No.:		Item Serial No.:	
Item DHS Tag ID No.:		Item DHS Tag ID No.:	
Item EDP No.:		Item EDP No.:	
Item Name:		Item Name:	
Item Make No.:		Item Make No.:	
Item Model:		Item Model:	
Item Serial No.:		Item Serial No.:	
Item DHS Tag ID No.:		Item DHS Tag ID No.:	
Item EDP No.:		Item EDP No.:	
Number of Jump Drives:			

Employee Signature: _____ **Date:** _____

Manager/Supervisor Signature: _____ **Date:** _____

A copy of this completed form must be provided to the employee, kept by the manager/supervisor, and forwarded to OHRPersonnelRecords@dhs.ga.gov for placement in the employee's personnel file.