



# 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

\_\_\_\_\_  
CABINET SIGNATURE      DATE

## GENERAL OFFICE SUPPLIES

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