

Work from Home Equipment Requirement Declaration Form

This **Work from Home Equipment Requirement Declaration Form** sample helps employees specify the necessary tools and devices for remote work, ensuring efficient operations. It streamlines the approval process by clearly listing required equipment and verifying employee needs. Utilizing this form promotes transparency and proper resource allocation within the organization.

Employee Details

Employee Name	
Employee ID	
Department	
Manager/Supervisor	
Contact Information	

Equipment Requirement Declaration

Item	Quantity	Purpose/Justification	Currently Available?	Remarks
Laptop/Desktop				
Monitor				
Keyboard & Mouse				
Headset				
Internet Connectivity				
Other (Specify)				

Employee Declaration

I hereby declare that the above-listed equipment is necessary for the efficient fulfillment of my work responsibilities while working remotely. I confirm that the information provided is accurate and complete to the best of my knowledge.

Employee Signature		Date	
Manager/Supervisor Approval		Date	