



2023 Laptop Distribution Application *(CSU State Classified Employees Only)*

Name: _____

CSU ID: _____

Department: _____

Contact Phone #: _____

Your Email: _____

Supervisor's Name: _____

- I have discussed my reasons for wanting to telework with my supervisor. My supervisor is in support of me pursuing this opportunity for a laptop for the purpose of teleworking.
- Please confirm that the barrier to teleworking is that you currently do not have a university-issued laptop.

Please review the following statements and acknowledge below:

- *If your application for a laptop is approved through the Classified Personnel Council (CPC), your next step is to complete the Teleworking Policy Agreement through Human Resources. Awarding of a laptop is contingent upon approval of the University's Teleworking Policy and Application through your supervisor and must be on-file with Human Resources prior to delivery.*
 - *The laptop is department property and managed by the department. In the event the employee changes their position or leaves the department, the laptop must remain with the department. The department can determine at that time which employees can utilize a donated laptop.*
- I understand and acknowledge the CPC conditions to receive a laptop for teleworking.

Once completed, please email this form to: cpc_vicechair@mail.colostate.edu