

# UC ANR Employee Eligibility Form for University-Provided Electronic Device (ANR G-46 Eligibility Form)

Electronic Communications Resources – Employer-Funded Portable Electronic Devices

UC policy BFB-G-46 requires that the employee complete a justification form and sign an agreement to substantiate that the primary use of the resource(s) and/or the related services(s) will be for University business. If not properly documented, the cost of the portable electronic resource(s) and/or services(s) can be considered a benefit to the employee and subject to income tax reporting.

## Eligibility for University-paid Portable Electronic Device(s)

- The employee's job duties require considerable time outside of his/her assigned office or work area and needs contact with staff, clients, managers, or other University business associates during those times.
- The employee typically works in the field or at job sites in the community where access to electronic communications devices is not readily available.
- The employee is designated as a "first responder" to emergencies.
- The employee's job duties requires him/her to be accessible outside of scheduled or normal working hours.
- Other:* \_\_\_\_\_

*An employee who occasionally requires a mobile device for business purposes is not eligible to have an assigned University-paid cell phone.*

Employee Name: \_\_\_\_\_ Equipment Requested: \_\_\_\_\_  
Employee Title: \_\_\_\_\_  
Department: \_\_\_\_\_

*I certify that this staff member requires the device/service(s) for their job function:*

Department (Unit) Head Name: \_\_\_\_\_ Department (Unit) Head Signature: \_\_\_\_\_

## Approval for University-paid Portable Electronic Device

Description of equipment: \_\_\_\_\_ Serial Number(s): \_\_\_\_\_  
\_\_\_\_\_  
Account being charged: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Control By: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_