

UC ANR Employee Agreement Form for University-Provided Electronic Device/Service (ANR G-46 Agreement Form)

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.

I certify that I am the recipient of the recipient of the following UC ANR-provided electronic communications equipment and/or services (check appropriate box(es) below):

Cell-phone _____

Tablet _____

Smartphone _____

Mi-Fi _____

Equipment - I agree that this equipment is to be used for official UC ANR business and that any personal use will be incidental in nature. I agree to reimburse my department for any personal use of this equipment that results in noticeable incremental costs to the University. I will exercise appropriate care and caution when using the equipment, in accordance with the policy and procedures set forth in Business and Finance Bulletin G-46 and ANR Administrative Handbook section. I understand that all records related to the purchase, use, and disposition of this UC ANR-owned equipment, including cell phone statements, are the property of UC ANR and potentially subject to disclosure under the California Public Records Act.

I further understand that I am responsible for safeguarding the equipment, including any data and controlling its use in accordance with UC and ANR policy. If UC ANR determines that there is no longer a business need for me to possess such equipment, I will return the equipment. If I separate from UC ANR employment, I will promptly return the equipment to my department.

Services - I agree that this service is to be used for official UC ANR business and that any personal use will be incidental in nature. I agree to reimburse my department for any personal use of this service that results in noticeable incremental costs to the University. I will exercise appropriate care and caution when using the service, in accordance with the policy and procedures set forth in Business and Finance Bulletin G-46 and ANR Administrative Handbook section. I understand that all records related to the purchase, use and disposition of this UC ANR-owned service are the property of UC ANR and potentially subject to disclosure under the California Public Records Act.

I further understand that if UC ANR determines that there is no longer a significant business need for me to utilize this service UC will discontinue funding the service. Likewise, if I separate from UC ANR employment, the University will no longer be pay for or reimburse costs for this service.

By signing this agreement, I verify that I am using this equipment/service for official UC ANR business:

Employee Name: _____

Employee signature: _____

Title: _____

Date: _____