

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

UC ANR employees are required to complete this eligibility form, certifying that the University-provided portable electronic device and/or related services will be used primarily 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.

ANR Academics and Community Education Specialists are exempt from this requirement and form completion.

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

- Staff who <u>frequently</u> travel or are out of the office and need to be in contact with other UC employees, clientele, or other business associates
- Staff who typically work in the field or at job sites where access to electronic communication devices is not readily available
- Staff who need to be contacted and/or respond in the event of an emergency or are required to be available during non-business hours
- Staff who are required by their department to be accessible by electronic communications at all times
- Other\_\_\_\_\_

## Device(s) Requested

Device	Description	Model/Carrier Requested
Cellphone	Includes basic calling features.	
	Does not include internet	
	connection or email access.	
Smartphone	Includes internet connection, email	
	access, WiFi, applications and web	
	browser	
Tablet	Does not run full desktop operating	
	system or include laptops that can	
	be converted to a tablet	
MiFi	A device that creates a local WiFi	
	network with the carrier's wireless	
	network	

## **Certifications and Approvals**

I certify that one or more of within UC ANR.	the above eligibility requirem	ents appropriately defines my work r	esponsibilities	
Employee Name		Signature		
Title	Unit	Date		
I certify that this staff member requires the device/service(s) for his/her job function.				
Unit Director Name		Signature		
Date				