

PPM 294: Appendix II – Agreement Form

UC ANR Policy and Procedure Manual Section 294 Cell Phones and Other Portable Electronic Devices	
Responsible Officer:	Business Operations Center Director
Responsible Office:	Business Operations Center (BOC)
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UC ANR Employee Agreement Form for University-Provided Electronic Device/Service (Employee Agreement Form)

For UC ANR employees who have been provided an electronic device or service by UC ANR, Policy and Procedure Manual section 294, *Cell Phones and Other Portable Electronic Devices* requires that the employee sign an agreement to substantiate that the resource(s) and/or related service(s) 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.

I certify that I am the recipient of the following UC ANR-provided electronic communications equipment and/or services:

Device	Model/Serial#
Cellphone	
Smartphone	
Tablet	
MiFi	

- 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 UC ANR Policy and Procedure Manual section 294. 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 UC ANR Policy and Procedure Manual section 294. 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 device/service, UC ANR will discontinue funding the device/service. Likewise, if I separate from UC ANR employment, the University will no longer pay for or reimburse costs for this device/service.

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

Employee Name _____ Employee Signature _____

Title _____ Unit _____ Date: _____