

UCSB Employee Agreement for University Purchased Equipment

If an employee is provided University equipment, the employee must review, print and sign this document to certify receipt of the equipment and agreement to the following provisions. A signed copy of the document should be retained in the employee's personnel file. For more information, please review [BFB-G-46: Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources \(BFB-G-46\)](#)

Equipment: I agree that the equipment provided is to be used primarily for official University business and that any personal use of the equipment 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 and will exercise appropriate care and caution when using the equipment, in accordance with BFB-G-46. In addition, I understand that all records related to the purchase, use, and disposition of this University-owned equipment, including cell phone statements, are the property of the University 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 on the equipment, and controlling its use in accordance with BFB G-46. If the University determines that there is no longer a business need for me to possess such equipment. I will return the equipment. Likewise, if I separate from University employment. I will promptly return the equipment to my department.

Services: I agree that this service is to be used primarily for official University business, and that any personal use of the service 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 in accordance with the policy and procedures set forth in Business and Finance Bulletin G-46. In addition, I understand that all records related to the purchase and use of this University provided service are the property of the University and potentially subject to disclosure under the California Public Records Act.

I further understand that if the University determines there is no longer a significant business need for me to utilize this service the University will discontinue its funding of the service. Likewise, if I separate from University employment the service will no longer be paid for or reimbursed by the University.

Employee Name: _____ Title: _____

Signature: _____ Date: _____

Version: 10/23/2017

Retention: Signed equipment agreement should be maintained in the employee's departmental personnel file along with the signed UCSB Telecommute-Remote Work Agreement.