

## UCSD Employee Agreement – Electronic Communications Resources<sup>1</sup>

UCSD policy<sup>2</sup> requires that this agreement be completed by the employee to substantiate that there is no personal benefit to the employee by purchasing this equipment and/or the related service. If this information cannot be properly documented, the amount can be considered as a benefit to the employee and subject to income tax reporting. The original is to be retained by the department business office and a copy will be requested as necessary to substantiate payment and reimbursement records:

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

Description of equipment \_\_\_\_\_

Serial Number \_\_\_\_\_ Cost \_\_\_\_\_ Date \_\_\_\_\_

How was equipment acquired? \_\_\_\_\_

Index and Fund being charged \_\_\_\_\_

Explanation of the business need of the equipment and/ or service \_\_\_\_\_

\_\_\_\_\_

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**Equipment** - I agree that this equipment is to be used for official UCSD business and that any personal use will be incidental and that I will 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. I understand that all records related to the purchase, use, and disposition of this UCSD-owned equipment, including cell phone statements, are the property of UCSD 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. If UCSD determines that there is no longer a business need for me to possess such equipment, I will return the equipment. If I separate from UCSD employment, I will promptly return the equipment to my department.

**Services** - I agree that this service is to be used for official UCSD business and that any personal use will be incidental and that I will reimburse my department for any personal use of this equipment that results in noticeable incremental costs to the University. I understand that all records related to the UCSD-provided service, are the property of UCSD and potentially subject to disclosure under the California Public Records Act. I further understand that if UCSD determines there is no longer a significant business need for me to utilize this service, UCSD will discontinue its funding of the service. If I separate from UCSD employment, the service will no longer be paid for or reimbursed by UCSD.

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department head name: \_\_\_\_\_ Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Retention period 7 years

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<sup>1</sup> A separate agreement is to be completed for each device and service.

<sup>2</sup> UCSD policy is published in Blink. As policy is updated as necessary, please use key word search 'Cell Phone' for current version.