



FINANCE, OPERATIONS AND ADMINISTRATION
ONE SHIELDS AVENUE
DAVIS, CALIFORNIA 95616-8504

To: Supply Chain Management, University of California at Davis
Re: Employee Agreement Concerning the Use of University Resources

I hereby certify that I am the recipient of the following University-provided furniture, equipment, portable electronics, communications equipment, and/or related services (check the appropriate box):

Furniture, Equipment, or Electronics – I agree that these resources are to be used primarily for official University business, and that any personal use of the resources will be incidental in nature. I agree to reimburse my department for any personal use of these resources that results in noticeable incremental costs to the University and will exercise appropriate care and caution when using the resources, in accordance with the appropriate policies and procedures. In addition, I understand that all records related to the purchase, use, and disposition of this University-owned equipment are the property of the University and potentially subject to disclosure under California Public Records Act.

I further understand that I am responsible for safeguarding University resources, including any data on electronics. If the University determines that there is no longer a business need for me to possess these resources, I will return the items. Likewise, if I separate from the University employment, I will promptly return these University resources 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 F-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.

List of resources (provide brief description of resources)

Employee

Name: _____ Title: _____
Signature: _____ Date: _____

Department Head

Name: _____ Title: _____
Signature: _____ Date: _____