

Remote Use of University Resources Agreement



To: _____

From: _____

I hereby certify that I am the recipient of the following University-provided resources, including furniture, equipment, portable electronics, communications equipment, and/or related services.

Recipients of University-provided resources agree:

- Resources/services are to be used primarily for official University business
- Any personal use of the resources/services will be incidental in nature.
- To reimburse my department for any personal use of these resources/services that results in noticeable incremental costs to the University.
- To exercise appropriate care and caution when using the resources, in accordance with the appropriate policies and procedures, including Business and Finance Bulletin F-46.
- To safeguard University resources, including any data on electronics.

Resource Item / Service Description	Serial Number, if applicable	Notes

If the University determines that there is no longer a business need for me to possess these resources / utilize services – including separation from University employment - I will promptly return the items and/or the University will discontinue funding/reimbursing for the service.

All records related to the purchase, use, and disposition of this University-owned/University-provided equipment are the property of the University and potentially subject to disclosure under California Public Records Act.

Employee Name, Signature and Date _____

Department Representative Name, Title, Signature and Date _____

For questions, please contact aphelp@ucdavis.edu.

Cc: Employee’s personnel file

Department’s inventory manager