

## Appendix A

***Policy: G-46***

***<http://policy.ucop.edu/doc/3420357/BFB-G-46>***

**Items that require encryption:** desktops, laptops, tablets, smartphones, external hard drives and thumb drives

The purchaser of above mentioned item(s) are required to complete, sign and have IT encrypt and sign an “Employee Agreement Concerning the Use of Electronics Communications Resources Form”, also referred to as the Appendix A.

**Purchases via BearBuy:**

If you made your purchase through BearBuy, IT will encrypt the item and provide you with the Appendix A to review and sign. The completed Appendix A will be sent to the AFO along with the packing slip. Your item will not be released to you if it has not been encrypted and without the completed/signed form.

**Reimbursement via MyExpense:**

Reimbursement requests must include a completed/signed Appendix A in order to be processed for payment.

# Employee Agreement Concerning the Use of Electronic Communications Resources

I hereby certify that I am the recipient of the following University-provided electronic communications equipment (and/or services):

Item Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_

UCSF Property Tag: \_\_\_\_\_

\* UCSF property tag number, only if over \$5000.00, incld tax.

\_\_\_ **Equipment** - I agree that this equipment 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 the policy and procedures set forth in Business and Finance Bulletin G-46, Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources (attached). 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.

\_\_\_ **Licensing** - I agree to install and use only licensed software on all the computing equipment borrowed by me from UCSF. The list of such equipment includes, but not limited to: desktops, laptops, PDAs, etc. I also understand that tracking software licenses that I have installed on UCSF equipment borrowed by me becomes my responsibility.

\_\_\_ **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.

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

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

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

IT Name: \_\_\_\_\_

MAC Address: \_\_\_\_\_