

## AGREEMENT FOR ASSIGNMENT OF UNIVERSITY EQUIPMENT (AM0004)

**Department Number** \_\_\_\_\_ **Department Name** \_\_\_\_\_

You have been assigned University-owned equipment (listed below) to complete your job duties and, accordingly, you are temporarily assuming responsibility for the item(s).

The University is deeply concerned with safety in the workplace. If you are unsure of the proper and safe way to use any piece of equipment, you must contact your supervisor immediately. You should never use any piece of equipment in a way that you know or suspect may be unsafe. Likewise, you should immediately report any problems or damage to, or resulting from, a University piece of equipment as well as any theft of the equipment.

You should take reasonable precautions to protect the equipment and comply with any applicable University policy regarding use of the equipment. You also should not use University equipment for non-work related tasks, or allow non-employees to use the equipment. When the task has been completed for which the equipment was needed, you must promptly return it.

Failure to return or properly account (by, for instance, explaining the reasonable precautions that were taken) for equipment belonging to The Ohio State University will result in, among other things, deductions from your pay. Specifically, the value of the equipment will be deducted from your next paycheck after you have been requested to return the equipment. At no time, however, will deductions be made that reduce your pay to a level below the minimum wage. If this problem arises, the deductions will be evenly spaced out over as many paychecks as are needed to ensure you are paid the minimum wage. If your employment with the University ends before the cost of the equipment has been recovered from your pay, the remaining (or, if applicable, the entire) value of the equipment will be deducted from any accrued vacation or other paid benefits that are typically paid out upon separation of employment. The University may also pursue other legal and criminal remedies if warranted.

**I, \_\_\_\_\_ (print name) acknowledge the foregoing terms of using University-owned equipment and agree to abide by its terms.**

\_\_\_\_\_  
Date Custodian/Principle Investigator Signature (Required)

\_\_\_\_\_  
Date Equipment Coordinator Signature (Required)

\_\_\_\_\_  
Date Relevant Dean/Vice President or Designee Signature (Required)

**Equipment Issued:**

| Asset ID Number | Tag Number | Project Number | Asset Description | Model Number | Serial Number | Date Issued | Employee's Initials for Issuance | Return Date | Employee's Initials for Return | Equipment Coordinator's Initials for Return |
|-----------------|------------|----------------|-------------------|--------------|---------------|-------------|----------------------------------|-------------|--------------------------------|---|
|                 |            |                |                   |              |               |             |                                  |             |                                |   |

- Note:**
- These items must be tagged before going off campus
  - A copy of this form must be kept on file within the organization or department and provided to HR promptly (and no later than 25 days after the employee's resignation or termination) so that payroll/vacation account deductions may be made.

See next page for instructions

## Instructions: Form AM0004 - Agreement for Assignment of University Equipment

- This form is to be used to document assignment to an employee of any mobile equipment which could be reasonably expected to be used off-site, including, but not limited to, such items as cell phones, laptop computers or PDA's.
- It is also used to document assignment of any other equipment physically taken off-site from or received away from University premises or for home use, to include such items as electronics, audio-visual, research or other equipment.
- This is intended to cover any and all off-site possession of such items irrespective the amount of time the item remains away from University property, i.e., short-term as well as long-term assignments.
- This form must be used for all items of this nature purchased with public funds or received by the University as gifts, irrespective of dollar amount.
- All relevant fields are to be completed. In the case of smaller-dollar items of equipment which are not tracked in the Asset Management System, the Asset ID Number, Tag Number and Project Number may not be relevant.
- For any capital or non-capital items tracked in the Asset Management System, the custodian field in the system must be populated with the name of the person possessing the item and the name of the person who authorized the off-site location.
- All capital items are tracked in the Asset Management System and must be accounted for in the annual or biannual equipment physical audits. Both capital items and any non-capital items which the organization elects to track in the Asset Management System must be accounted for in the annual Physical Inventory and Equipment Review self-audit certification. Any items which are not tracked in the Asset Management System must be inventoried separately by the department and are not within the scope of the Office of Asset Management physical audits or self-audit reporting.
- Any business unit entering into an agreement for off-site items is required to retain a copy of this form in their files for each item.
- Upon return of the assigned item, a representative of the business unit is responsible to ensure the equipment has been returned in satisfactory condition, and to document such return via employee's and coordinator's initials on the applicable form.
- Upon resignation or termination of employment a request for return of all equipment must be made to the employee by the business unit. A "Sample Demand Letter" for this purpose is included as part of the form.
- Upon resignation or termination of employment a copy of this form must be provided to HR promptly (within 25 days) for any items unreturned or not returned in proper condition so that payroll and vacation account deductions can be made if necessary.

See next page for Sample Demand Letter

Sample Demand Letter

Date

Employee Name  
Employee Street Address  
Employee City and State

RE: Return of Equipment Issued by The Ohio State University

Dear Employee:

I am writing to request the return of the equipment listed below that was issued to you in the course of your employment. As noted on a copy of the attached Agreement for Assignment of University Equipment, you are required to return the equipment upon request or otherwise properly account for it by, among other things, explaining what reasonable precautions you took to ensure its safety.

Please return the listed equipment to my office no later than \_\_\_\_\_ [*date ten days from today*]. If you fail to return the equipment as requested, or otherwise properly account for it, the University will explore all legal options at its disposal, including, but not limited to, deducting the value of the equipment from your paychecks, deducting the value of the equipment from your accrued vacation pay and/or taking legal action.

Feel free to contact me if you have any questions.

Yours truly,

Name  
Title

Enclosures