

UC ANR Employee Eligibility Form for University-Provided Portable Electronic Device/Service (Employee Eligibility Form)

UC ANR employees are required to complete this eligibility form, certifying that University-provided portable electronic device(s) and/or related service(s) will be used primarily for University business.

If not properly documented, the cost of the portable electronic resource(s) and/or services(s) can be considered a benefit to the employee and subject to income tax reporting.

ANR Academics and Community Education Specialists are exempt from this requirement and form completion.

Eligibility for University-paid Portable Electronic Device(s)

- Staff who frequently travel or are out of the office and need to be in contact with other UC employees, clientele, or other business associates
- Staff who typically work in the field or at job sites where access to electronic communication devices is not readily available
- Staff who need to be contacted and/or respond in the event of an emergency, or are required to be available during non-business hours
- Staff who are required by their department to be accessible by electronic communications at all times
- Other _____

Device(s) Requested

Device	Description	Model/Carrier Requested
Cellphone	Includes basic calling features. Does not include internet connection or email access.	
Smartphone	Includes internet connection, email access, WiFi, applications and web browser.	
Tablet	Does not run full desktop operating system or include laptops that can be converted to a tablet.	
MiFi	A device that creates a local WiFi network with the carrier's wireless network.	

Certifications and Approvals

I certify that one or more of the above eligibility requirements appropriately defines my work responsibilities within UC ANR.

Employee Name _____ Signature _____

Title _____ Unit _____ Date _____

I certify that this staff member requires the device(s)/service(s) for his/her job function.

Unit Director Name _____ Signature _____

Date _____