

Equipment Reuse Agreement

Equipment Reuse allows UCSF departments to claim gently-used office electronics for the purposes of university business or telecommuting. This form serves as an agreement between your department and UCSF Office of Sustainability, and must be completed prior to pickup of equipment.

Two ways to pick up equipment: *(availability varies throughout the year and is not guaranteed)*

- Attend your next closest [E-waste Drop-off event](#) between 12-2pm with this completed form, or
- Pick up at 654 Minnesota St. after emailing the form and scheduling a time with LivingGreen@ucsf.edu

Equipment to Claim	Qty	Campus / Home Office? <i>(indicate which)</i>	Notes

Terms of Agreement:

1. The Department and Employee understand that the equipment is the property of UCSF.
2. The Department and Employee understand that they will be responsible for maintaining and securing the reused equipment, and using it in an ergonomic manner.
3. The Department and Employee understand that IT may not support certain models of reused equipment.
4. The Department and Employee will take responsibility for properly disposing the equipment through the UCSF Recycling Program at the end of its life.
5. The Employee agrees to return equipment to the Department upon separation from UCSF employment.
6. The Office of Sustainability is not liable for any damages or issues.

I have read and understood the terms of agreement and agree to abide to the terms stated above:

 Employee/Adopter Name (print)

 Employee Signature

 Date

 Department Manager Name (print)

 Department Manager Signature

 Date

 Department Name

 Department Location

 Sustainability Staff Signature