

Equipment Reuse Program Agreement & Request Form

The Equipment Reuse Program is a free service that redeploys used office equipment (furniture, electronics, and appliances) to UCSF employees and students who need them for business purposes, either on campus or at home. Follow the instructions below and return the completed form to sustainability@ucsf.edu.

Instructions

1. Review the Terms of Agreement below with your Department Approver*
2. To reserve equipment, please complete the Equipment Request form and we will locate the closest item to that request
3. You will be responsible for the logistics or removing of equipment from UCSF to your home
4. UCSF and any of its entities are not liable for any damages or issues

Terms of Agreement

- The equipment is the property of UCSF and should only be used for UCSF business purposes.
- Department/Recipient will be responsible for maintaining and securing the reused equipment, in addition to using it in a manner consistent with UCSF [ergonomic guidelines](#).
- UCSF IT might not support certain models of reused equipment.
- Department/Recipient will take responsibility for properly disposing the equipment at the end of its life. Electronics must be disposed of through UCSF; contact sustainability@ucsf.edu to return electronics.
- Department/Recipient agree to indemnify and hold The Regents of the University of California harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought by third parties, including personal injury, accidents, illnesses (including death), and property loss arising from, but not limited to, their removal and relocation of the selected equipment.

Equipment Request (add additional rows if needed)

Furniture ID (if provided)	Type of Equipment ex: "mouse (wireless)", "bookshelf", "desk (corner)", "desk (sit/stand)"	Quantity	Indicate Your Intended Usage (Campus or Home Office)

I understand the terms of agreement and agree to abide to the terms stated above:

Recipient is (select one): Employee _____ or Student _____

Recipient's Department (or School if student): _____

Recipient Name

Recipient Signature

Date

Department Approver* Name

Department Approver* Signature

Date

*Manager or administrator who tracks department assets