

Department Number: _____ Department Name: _____

AGREEMENT FOR ASSIGNMENT OF UNIVERSITY EQUIPMENT

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

Employee/Custodian (signature)

Date

Equipment Coordinator (signature)

Date

Relevant Dean or Vice President Signature

Equipment Issued:

Equipment ID Number	Equipment Tag Number	Equipment Description	Date Issued	Employee's Initials for Issuance	Return Date	Employee's Initials for Return	Coordinator's Initials for Return

Note:

- Do not use this form for OSURF assets
- 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.

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