OFF-SITE DOCUMENT OUTPUT DEVICE AGREEMENT

APPLICATION

This agreement applies to University staff members who have requested the purchase of a Document Output Device for off-site use. It is to be completed by the local IT Coordinator, the Authoriser and the staff member requesting the Document Output Device.

OVERVIEW

Document Output Devices purchased using University funds for off-site use of a staff member are considered on-loan and remain University owned. Please note, whilst PD Fund Cost Centres can be used for the initial outright purchase of the device they must not for the ongoing copy charges for the life of the device (a 5 year commitment).

This agreement provides procedures to administer these Document Output Devices (including responsibility and usage) and ensuring the necessary documentation is obtained to manage the Document Output Devices.

INSTRUCTIONS

Where possible, please complete and sign this agreement before the Document Output Device is purchased. Once this agreement is completed and has received approval in accordance with the Vice Chancellor’s Authorisations, the normal purchasing procedures will apply to obtain the Document Output Device (please refer to the Procurement Handbook).

Step One: Complete Part A - Preauthorisation.
All Document Output Devices that are provided for off-site use of an employee require the completion of the Part A. There are two sections to completing Part A – at this stage only the first section, Preauthorisation, requires completion.

Step Two: Complete Part B Declaration.

Please note that this step also requires a declaration by the relevant Authoriser in accordance with the Vice Chancellor’s Authorisations.

Step Three: Acquire the Document Output Device through the normal procurement processes
Please proceed with the Document Output Device purchase using the normal procedures. Once acquired, complete section 2 of Part A, and provide the Serial Number and Blue Plate Number, and date of purchase.

Step Four: Keep a copy of this Agreement
The finalised copy of this Agreement should be stored in the staff member’s HR Personnel file to facilitate the return of the item/s in the event of the employee ceasing employment with UniSA during the loan period.
Part A: Preauthorisation

1. Preauthorisation - Complete prior to purchasing the Document Output Device

Staff Name: ________________________________ Staff ID: ______________________

I acknowledge, upon receipt of the Document Output Device described hereunder (herein together called ‘the item’) provided to me on loan and free of charge, that:

(a) I will inspect the item and determine that it appears to be in working order at the time I receive it.

(b) I will familiarise myself with the method of operation of the item and shall not try to avoid liability for damage on the grounds of not being familiar with operational procedures.

(c) I shall ensure that the item to be borrowed is not used by a third party.

(d) I shall ensure that while the item is off UniSA site that it shall not be stored in an unsecured environment.

(e) I undertake to return the item borrowed in good condition on or before ________________ (insert due date), or if applicable, upon cessation of my employment, but also agree that the item is returnable on demand.

(f) I shall advise my local IT Coordinator immediately if I become aware of any damage to or loss of the item or any part of it.

(g) I shall ensure the item will be available on request, in a manner as directed by the University and at regular intervals, to a member of the University’s staff to check the existence and condition of the item as requested.

(h) I understand that the item to be borrowed is only to be used for authorised University business outlined in the attached declaration within Part B.

(i) In acknowledgment of the University permitting me to borrow the item/s listed below, I undertake to be fully responsible for the item/s while in my care.

(j) I declare that the item/s on loan will not be used to earn any income other than from UniSA.

(k) I shall ensure that regular meter readings from the item are provided to my local administration team on a monthly basis.

(l) I understand that the item must be returned back to base for Kyocera repairs / I understand that it is my responsibility to provide access to the off-site location to allow Fuji Xerox repairs to be carried out (please delete as applicable).

(m) I shall ensure that only Staples paper is used for the item and agree to take this from the University’s supply. I understand that it is my responsibility to transport the reams of paper off-site on an ‘as-required’ basis.

(n) I understand that it is my responsibility to ensure that used toner cartridges are disposed of appropriately by transporting them back to the University and placing them in the designated toner recycling carts.

Item:

(Full description of the item and any accessories or extra components)

__________________________________________
Signature of staff member & acknowledgment of the above terms & conditions of loan.

__________________________________________
Printed name of staff member

__________________________________________
(Address of staff member)

__________________________________________
Authoriser’s Signature (in accordance with the Vice Chancellor’s Authorisations)

__________________________________________
Printed name of Authoriser’s Signature

Finance 05/07/13
2. **Item details - Complete after the purchase of the Document Output Device**

Serial No. ____________________ Blue Plate No. ________________________________ Date: ____________

**Part B: Declaration**

1. **Staff Member’s Declaration**

I, ____________________________________________

*(Full name of employee and employee number)*

Declare that the item(s) provided to me in Part A is a Document Output Device and will be applied primarily for University of South Australia work-related use as shown below:

*Provide details on:*

(a) the reason the item(s) are being requested;

(b) the type of work performed by the item(s)

(c) how the use of the item(s) relates to your employment.

________________________________________________________________________________________________________

________________________________________________________________________________________________________

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I also declare I have not been provided with either the use or ownership of a similar Document Output Device, nor have I been reimbursed for either the use or ownership of a similar Document Output Device.

Employee’s signature: __________________________________________ Dated:

2. **Authoriser’s Confirmation**

I, ___________________________________________

*(Authoriser Name)*

declare that the statements made by the staff member in Section One above are correct and confirm that the items claimed are provided primarily for use in the staff member’s employment at the University of South Australia. I also declare that the acquisition of the Document Output Device has been approved in accordance with the procurement guidelines.

Authoriser’s signature: __________________________________________ Dated:

Authoriser’s position: __________________________________________

Finance 05/07/13