

University of Tennessee (UT)

Facilities Services

Radio Assignment/Reassignment Duties

NAME:

Shop:

Employee #:

I acknowledge and understand that pursuant to University Fiscal Policy FI0605 (Equipment), as part of my duties with UT Facilities Services, I am responsible for safeguarding, maintaining physical control, maintaining the upkeep, storing, and using the handheld radios I am assigned only for authorized business by UT and, at all times, I will follow all laws (including Federal Communications Commission regulations), policies, procedures, and directions that may be provided by UT Facilities Services to the best of my abilities, including immediately notifying UT Facilities Services if the radio is lost, damaged, or stolen.

I also acknowledge and understand that the radio is an asset of UT and I may be held responsible for the radio including, but not limited to, any misuse, fraud, waste, or abuse under University Fiscal Policy FI0130 (Fraud, Waste and Abuse) or other disciplinary actions.¹

Radio ID:

Radio Alias:

Model:

Serial Number:

EMPLOYEE SIGNATURE

DATE

Date: _____ Verified by (Signature): _____

¹ Radio cost by model (as of October 2022; for reference only):

7550, 7550e, 2500: \$1350

R7: \$1605