

**UC Office of the President
ERGONOMIC MATCHING FUNDS APPLICATION FORM**

INSTRUCTIONS:

1. Complete this application form entirely in order to be reimbursed.
2. Provide the account and fund number to be credited with the Matching Fund Amount (Line 7 from Furniture/Accessories List below). Route to your supervisor/business manager for approval.
3. Submit completed form and copy of invoices and general ledger showing proof of payment to: Sharon Culpepper (sharon.culpepper@ucop.edu), Environment, Health and Safety Office, 1111 Franklin Street 10th floor.

REIMBURSEMENT DATA (Please print clearly)			
Department:	Account Number:		
	M - _ _ _ _ - _ _ _ _		
Employee who will use furniture:	Last name	First name	M.I.
Employee phone:	E-mail address:		
Supervisor:	Phone:	E-mail:	
Date of workstation evaluation:	Performed by:		

FURNITURE/ACCESSORIES	COST
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6. Total Cost	\$
7. Matching Fund Amount (=Total Cost x 50%)	\$

MATCHING FUND LIMITS AND REQUIREMENTS:

1. Applies only to: a) UCOP employees; b) Furniture/accessories to be used at UCOP; c) Furniture/accessories purchased for individual employees (not associated with new construction, renovation, or relocation projects); and d) Pre-approved furniture/accessories as recommended by EH&S ergonomic evaluator.
2. Limits/ deadline: Matching fund program effective until established funds are depleted.
3. Workstation evaluation: Employee must complete Remedy Interactive assessment, receive a workstation evaluation, and have a documented evaluation report. Workstation evaluation must be coordinated by the UCOP EH&S Office.
4. Submissions: Submit copies of furniture/ accessories invoices, general ledger showing proof of payment, and this application form to qualify for ergonomics matching funds transfer.
5. Contact: Ed Baylosis, EH&S Director, 510-987-0170, if you have questions regarding this program.

I have read, understand and accept the terms, conditions and requirements of the Ergonomic Matching Funds Program.

Supervisor

Date

Office of Risk Services:

Ed Baylosis, EH&S Director

Date

Grace Crickette, Chief Risk Officer

Date