

**Summer Food Service Program 2022
Site Staff**

Tablet and Tablet Accessories Agreement

Greater Pittsburgh Community Food Bank is providing the Summer Food Service Program (SFSP) site, _____ (provide full name of SFSP site), with a computer tablet, heavy-duty case, and charging cord (herein "the equipment") to carry out SFSP site duties as defined below by my SFSP sponsor, Greater Pittsburgh Community Food Bank, for the term of the 2022 SFSP program year. My tablet number is: _____.

By signing this policy, I and/or SFSP-trained staff at my site agree:

1. To utilize the equipment on a daily basis solely for the purpose of carrying out SFSP site duties, defined as: (1) daily use of the Link2Feed system for SFSP recordkeeping duties, including but not limited to daily meal count recording and submission; (2) daily site-sponsor email communication with Greater Pittsburgh Community Food Bank; and (3) any and all additional SFSP-related duties communicated to me as being integral to sponsorship of my site by Greater Pittsburgh Community Food Bank. I further acknowledge that non-SFSP related usage of the equipment is strictly prohibited.
2. To keep the tablet within the heavy-duty case in which it was received; and to store the equipment in a safe, secure location on-site, or if my site lacks adequate internet access for daily records submission on the Link2Feed website or for another reason I declare to be necessary for proper maintenance, care or utilization of the equipment, in a safe and secure location off-site.
3. To assume full responsibility for the proper care and maintenance of the equipment, including ensuring it is charged and usable during every SFSP meal service at my site; and if any piece of the equipment is lost, stolen, broken or otherwise damaged, or if the equipment is malfunctioning or otherwise not usable for the purposes described in Part (1) of this agreement, to immediately notify Greater Pittsburgh Community Food Bank of said damage or malfunction; and to acknowledge that the tablet, even when in its case, can sustain damage if dropped.
4. To carry out the meal service, using paper count sheets, within the previously defined meal service times, should the equipment be unusable during meal service; and (2) to submit the paper count to Greater Pittsburgh Community Food Bank within 5 business days.
5. To pay Greater Pittsburgh Community Food Bank in full for the value of the equipment, which I understand to be \$150.00, if Greater Pittsburgh Community Food Bank determines that the equipment is irreparably damaged.
6. That Greater Pittsburgh Community Food Bank has the right to, at any time, take back the equipment if Greater Pittsburgh Community Food Bank suspects that the equipment is being used for a non-SFSP-related purpose, not cared for properly, not charged for more than one SFSP meal service, or under-utilized for the purposes for which it was provided;

or if Greater Pittsburgh Community Food Bank terminates its sponsorship of my site within program rules.

7. To return the equipment at the close of the 2022 SFSP program year, on the date communicated to me by Greater Pittsburgh Community Food Bank, unless Greater Pittsburgh Community Food Bank otherwise permits my site to retain the equipment for similar use in another Child Nutrition program, such as the Child and Adult Care Food Program.

My signature below indicates that I have read, understand and agree to abide by the above agreement:

Signature: _____ Date: _____

Print Name: _____ Title: _____

Organization: _____