



**Goods Purchase and Control Procedure
(End-User)**

Appendix A - Undertaking upon the Ordering of End-User Goods Form

Date: _____

Undertaking upon the Ordering of End-User Goods Form

1- The undertaking of the orderer of the goods

a. – I hereby authorize the ordering of the following goods:

The name of the item: _____

Request No.: _____

* SERIAL NUMBER [Manufacturer] (if any) _____

which will be permanently located at the _____ Unit

the name of the building _____ Room _____

b. I know that the above-mentioned goods will be purchased/ borrowed under as “end-user” stipulation, defined and agreed upon with the supplying entity. I therefore undertake not to move the above-mentioned goods nor to change their designation, unless with the written authorization of the Security Officer. In addition, I undertake not to copy, transfer or allow any use of the software programs, which are installed on the above-used goods.

The name of the end-user
in the unit

Position

The Unit

User's name

Date

Tel. No.:

2– The authorization of the Head of the Unit/Administration:

Head of Unit/Administration

Position

Signature

Original: The Order File in the Purchasing Department

**Copy: The Technion's Security Officer
The Equipment Department**