

**UC SANTA BARBARA**  
**Environmental Health & Safety**  
 Design, Facilities & Safety Services

**Ergonomics Matching Fund Application Form**

**Instructions:**

1. Complete this application form entirely in order to be reimbursed.
2. Provide the budget number to be credited with the Matching Fund Amount.
3. Route to your supervisor/business manager for approval.
4. Submit completed form and copy of invoices or receipt to: Susan Fraser, Ergonomics Coordinator.

**Reimbursement Data**

Department: FCHO

1811	44444	4444444	444444	44	444	4444444	444444	44444
Entity(4)	Fund(5)	FRU(7)	Account(6)	Purpose(2)	Program(3)	Project(7)	Activity(6)	Commitment(5)

**Employee who will use furniture:**

Last Name Gaicho First Name Susie EmployeeID 123456789

Employee Phone (805) 888-8888 E-mail sgaicho@ucsb.edu

Supervisor [REDACTED] Phone (805)888-8889 E-mail [REDACTED]@ucsb.edu

Preparer [REDACTED] Phone (805)888-8888 E-mail [REDACTED]@ucsb.edu

Date of workstation evaluation 06/19/2026 Performed by Andy Gaicho

	Accessories Covered at 50% (keyboard trays, keyboards, document holders, mice, headsets)	Cost
1	Balance Full-Size Keyboard Wireless, Unimouse Right Wireless	\$ 256.87
2	wrist rest, mouse pad	\$ 66.45
3		\$
4		\$
5		\$
6	Total Cost of Accessories	\$ 323.32
7	Reimbursement for Accessories (50% of Line 6)	\$ 161.66
Chairs or dragon speaking software		
8	Reimbursement for Chair ( <b>\$100 Each Allowed Only</b> )	\$ 100.00
9	Reimbursement for Dragon Speaking ( <b>\$100 Each Allowed Only</b> )	\$
Total Matching Fund Amount Requested (lines 7 +8+ 9) < \$500		\$ 261.66

**Required: Upload your Receipts Here:**





**UC SANTA BARBARA**  
**Environmental Health & Safety**  
Design, Facilities & Safety Services

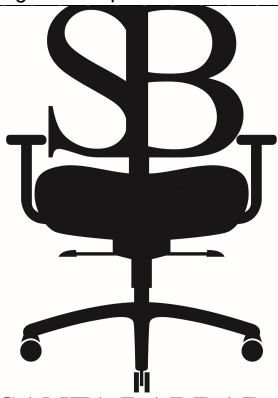
Matching fund limits and Requirements:

1. Applies only to: a) UCSB employees; b) Furniture/accessories to be used at UCSB; c) Furniture/accessories purchased for individual employees (not associated with new construction, renovation and relocation projects); and d) Pre-approved furniture and accessories as recommended by Ergonomics Coordinator.
2. Limits/ deadline: Not to exceed \$500 per employee total (not per request). Matching Fund program effective until established funds are depleted.
3. Workstation evaluation: Employee must receive a workstation evaluation and recommendations. Workstation evaluation must be performed by UCSB Ergonomics Unit. Employee must complete the LMS training prior to evaluation.
4. Submissions: Submit copies of furniture/accessories invoices and/or receipt with amount paid **and** this application form to qualify for ergonomics matching fund transfer.
5. Contact: Susan Fraser, Ergonomics Coordinator, sfraser@ucsb.edu or extension 3283, if you have questions regarding this program. LMS Training Link

I have read, understand and accept the terms, conditions and requirements of the Computer Ergonomics Matching Fund.

DocuSigned by:  
  
 Supervisor or Signature Authority 6/18/2026  
 Date

<b>Worker's Compensation Approval:</b>	<b>Matching Funds Approved \$</b> 261.66
 Susan Fraser, Ergonomics Coordinator	 John Seaman, HR & Ergonomics Manager
6/18/2026 Date	6/18/2026 Date



Customer: UCSB  
 Sales Rep: Hector Gutierrez  
 hector@sbofficeinteriors.com  
 805-883-8697 (phone)

**26-8110**  
 3/19/2026

**SANTA BARBARA**  
**OFFICE INTERIORS**

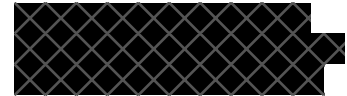
**Propose To:**

UCSB  
 Santa Barbara, CA 93106-2040

**Shipping Location:**



**Installation Location:**



**Attention:**



Unimouse and Keyboard for

**Customer PO:**

Unimouse and Full Size Keyboard (Both Wireless) :

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1	Product	1	\$109.00	\$116.27	\$116.27
CDKBBAL US11500	NEW! Balance Full-Size Keyboard Wireless 17.1w x 4.6d x 0.49h; pairs with Pro3 and Touch; bluetooth or dongle				
Line: 2	Product	1	\$99.00	\$105.60	\$105.60
CDUMBK1 1001	Unimouse Right Wireless 4.7w x 3d x 2.2"h, 6 programmable buttons, bluetooth or dongle Tag1: UNIMOUSE-WL				
Line: 3	Freight Fee	1	\$0.00	\$35.00	\$35.00
Freight Fee	Manufacturer Freight				

Unimouse and Full Size Keyboard (Both Wireless) .....\$256.87

Customer: UCSB

Sales Rep: Hector Gutierrez hector@sbofficeinteriors.com  
 805-883-8697 (phone)

26-8110  
 3/19/2026

You Mid Back (Full Seat) - [REDACTED]

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 4	Product	1	\$1,538.00	\$769.00	\$769.00
84012	You Mid Back (Full Seat)  Tag1: [REDACTED]  Item Finishes & Options: : 4 Dimensional Arm (4D) : Black Aluminium (BK) : Ebony (3EB) : Moguls: Onyx (Guilford of Maine) : Knob (AWK) : 2.5" Seat Slider (SS) : Full Seat (FS) : Knocked Down (KD) : Allseating Standard (AS)				

You Mid Back (Full Seat) - [REDACTED] .....\$769.00


# Proposal

Customer: UCSB

Sales Rep: Hector Gutierrez hector@sbofficeinteriors.com  
805-883-8697 (phone)

26-8110  
3/19/2026

Service:

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 5	Service Taxable  Service to assemble, deliver and place per end user direction  	1	\$0.00	\$105.00	\$105.00

Service.....\$105.00