National Renewable Energy Laboratory PROPERTY ACCOUNTABILITY

Brian Ball	Printed	3. If P	2. The	1. The	Persona	5. Ma)	4. Mus	3. Mus	2. Mus	1. Mus	Signatu	SIGNATURE						129913	DOE/NREL Tag	MAINDE	Property	INSTRUCTIONS
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	Printed Name of Custodian	If PII is essential for my work or business assignment, I will appropriately encrypt it on this device. use an NREL-supported mobile device. (Contact the Client Services Help Desk at x4171 for assis	The requirement to remove PII that is not required in my work assignment from this device and associated removable media.	The definition of personally identifiable information (PII) and the necessity to protect such information	Personally Identifiable Information Acknowledgement. As the property custodian, I am aware and knowledg	May be held responsible for costs associated with lost or damaged property for which he or she is the custodian	Must not use the property for other than authorized purposes	Must promptly report custodian and/or location changes by completing a Property Transfer form.	Must promptly report apparent loss, damage, or destruction by completing a Missing or Damaged Government	Must safeguard property from loss, damage, or destruction and, if sensitive property, provide extraordinary physical protection.	Signature indicates acceptance of the following custodial responsibilities.							Computer	Description	EQUIPMENT DESCRIPTION	Property Management completes shaded sections. Property custodian completes non-shaded sections, signs form,	
	Signature of Custodian	s assignment, I will appropriately encrypt it on this device. If there is a business need to transport the data (Contact the Client Services Help Desk at x4171 for assistance on appropriate and supported encryption).	in my work assignment from	(PII) and the necessity to pr	nt. As the property custo	ost or damaged property for	purposes.	nges by completing a Prope	struction by completing a Mi	struction and, if sensitive pro	- 1							Dell	Manufacturer		perty custodian completes r	
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8/8/12	Date	If there is a business need to transport the data on removable media, I will stance on appropriate and supported encryption).							•									R223	Property Location (Building/Room)		and returns to Property Management.	
2 13668	Emplo	emovable n													· .			8/6/12	Received Date	200		
	Employee Number	nedia, I will											☐ Yes	∏ Yes ∏ No	□□ No	□□ No	□□ No Yes	□⊠ Ves	Sensitive Property			

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