

National Renewable Energy Laboratory
PROPERTY ACCOUNTABILITY

INSTRUCTIONS

Property Management completes shaded sections. Property custodian completes non-shaded sections, signs form, and returns to Property Management.

EQUIPMENT DESCRIPTION							
DOE/NREL Tag	Description	Manufacturer	Model	Serial	Property Location (Building/Room)	Received Date	Sensitive Property
129913	Computer	Dell	Precision T7500	JHM87V1	B223	8/6/12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE							

Signature indicates acceptance of the following custodial responsibilities. The custodian:

1. Must safeguard property from loss, damage, or destruction and, if sensitive property, provide extraordinary physical protection.
2. Must promptly report apparent loss, damage, or destruction by completing a Missing or Damaged Government Property Report.
3. Must promptly report custodian and/or location changes by completing a Property Transfer form.
4. Must not use the property for other than authorized purposes.
5. May be held responsible for costs associated with lost or damaged property for which he or she is the custodian.

Personally Identifiable Information Acknowledgement. As the property custodian, I am aware and knowledgeable of:

1. The definition of personally identifiable information (PII) and the necessity to protect such information.
2. The requirement to remove PII that is not required in my work assignment from this device and associated removable media.
3. If PII is essential for my work or business assignment, I will appropriately encrypt it on this device. If there is a business need to transport the data on removable media, I will use an NREL-supported mobile device. (Contact the Client Services Help Desk at x4171 for assistance on appropriate and supported encryption).

Printed Name of Custodian	Signature of Custodian	Date	Employee Number
Brian Ball		8/8/12	13668