

National Renewable Energy Laboratory
PROPERTY TRANSFER

INSTRUCTIONS

Complete form and submit to Property Management via email to property.management@nrel.gov or fax to x6308.

EQUIPMENT INFORMATION

NREL Tag	Description	Manufacturer	Model	Serial
34083S	COMPUTER LAPTOP	APPLE	MACBOOK PRO	C02Y734AJGH6

CONDITION

What is the current condition of the property? ☐ New ☒ Usable ☐ Repairable ☐ Salvage ☐ Scrap

Is it contaminated? ☐ Yes ☒ No ☐ Unknown **Details:**


Does it contain radioactive or hazardous materials? ☐ Yes ☒ No ☐ Unknown **Details:**

Does it have manufacturer disposal requirements? ☐ Yes ☒ No ☐ Unknown **Details:**

Does it contain fluids? ☐ Yes ☒ No ☐ Unknown **Details:**

Have personally identifiable information (PII) and/or sensitive information been removed? ☐ Yes ☒ No ☐ Unknown **Details:**

CURRENT CUSTODIAN

Print Name Patterson, Jack P	Signature 	Employee Number 15201	Date 3/14/2019
Property Location STM RSF B137-6	REMOVE from Existing Property Pass? <input type="radio"/> Yes <input type="radio"/> No Pass #: _____	Organization Number 3100 - Information Technology Services	

NEW CUSTODIAN

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, Stolen, 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 new custodian, I am aware and knowledgeable of:

1. The definition of 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 Service Operations Center at x4171 for assistance on appropriate and supported encryption).

Print Name	Signature	Employee Number	Date
Property Location	ADD to Existing Property Pass? <input type="radio"/> Yes <input type="radio"/> No Pass #: _____	Organization Number	

Property Management will notify line managers when property is transferred outside of center/office.

PROPERTY MANAGEMENT USE ONLY

Receive Date	Pickup Date	Condition Code 1 4 7 X S	Cost \$3,085
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Distribution: **Original** – Property Management **Copy** – New Custodian **Copy** – Current Custodian