

PROPERTY PASS**NOTES**

Property Management signature approval is required **PRIOR** to equipment removal.

Date to be returned/renewed 1/4/2009 (Annual renewal required)

PROPERTY DESCRIPTION

DOE/NREL Tag No.	Description	Manufacturer	Model	Serial
08189S	Laptop	Dell	D400	HS29R41
12554S	PDA/Cell Phone	Blackberry	Curve 8310	359315012866868
	USB Flash Drive	imation	Pivot USB 4GB	none
	Mouse	Bluetake	BT500	BC025009306118

Destination of Property (Include Address)

Offsite meetings and home (8643 Coors St., Arvada, CO). Blackberry goes everywhere I go.

Reason for Use

Occasional offsite meetings and home use. Blackberry for keeping in contact.

SIGNATURES

Employee signature acknowledges compliance with the following: While the equipment covered by the property pass is in my possession, I agree:

- To adequately safeguard the equipment from loss or damage.
- To comply with the terms of licensing terms covering software used on the equipment.
- To use the equipment solely for NREL purposes.
- To refrain from using, creating, or maintaining data or records of the type covered by the Privacy Act (e.g., financial or personal records).
- That performing NREL work on the system outside of the normal working hours does not entitle me to receive compensation above my normal salary.

Personally Identifiable Information Acknowledgement. While using the equipment covered by this property pass, I am aware and knowledgeable of:

- The definition of personally identifiable information (PII) and the necessity to protect such information.
- The requirement to remove PII that is not required in my work assignment from this device and associated removable media.
- 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).

Requesting Employee's Printed Name	Requesting Employee's Signature	Employee Number	Center/Office No.
Marshall Buhl		780	5000

Line Manager's Printed Name	Line Manager's Approval Signature
Robert Thresher	

PROPERTY MANAGEMENT USE

Removal Date	Property Management Authorized Signature

Returned Date	Equipment Location Upon Return

Distribution of Copies:	Original: Property Management Upon Removal	Copy: Property Management Upon Return
	Copy: Guard	Copy: Individual/Traveling Copy