

PROPERTY MANAGEMENT
PORTABLE COMPUTING DEVICE PERMIT

Note: This form is required for every portable computing device (portable items with memory and an operating system such as laptop computers, ipads, tablets and smartphones) and must be filed with the owner department Property Custodian.

See Property Manager and Custodian Listing

DEVICE IDENTIFICATION :

Property Number: _____

Make and Model: _____

Serial Number: _____

Please indicate whether this is a personal or other use device as defined below:

Personal Device: used by or assigned to a single individual

I understand that employees of the campus have an obligation to safeguard CSU equipment and property. This obligation includes, but is not limited to:

- Taking reasonable security precautions to discourage loss, theft, or misuse of property.
- Preventing the disclosure of protected data by complying with campus information security procedures.
- Reporting missing, lost, stolen, and vandalized property to appropriate personnel including the IT security department via the appropriate forms such as the equipment loss report and police reports.
- Reasonable care, maintenance, and use of equipment to prevent damage.
- Returning equipment in satisfactory condition.

Other Device: used by or assigned to multiple individuals, for classroom, laboratory, other use, or in storage.

For laptops not assigned to a specific individual, but kept and used in a specific room or classroom to be used by multiple people, or for laptops kept in a central location to be used by various people on a checkout basis, or for class or laboratory use, kept in storage pending issue to new users, or any use or status other than "personal" described above, please put the name of the person who assumes overall responsibility for safeguarding the laptop, such as the Property Manager. This person assumes the responsibility of safeguarding the laptop and can hold the user of the laptop accountable for any loss or damage.

Name: _____ Signature: _____

Title or Position: _____

Department: _____

Location of Device: _____

Submit completed form to Department Property Custodian.

For a list of Property Custodians, see Property Manager and Custodian Listing
