

FDP-410 Loan of Texas A&M University Property

Texas A&M University Property Management

Mail Stop 6000 - Property@tamu.edu

(Revised 12/15)

This completed and signed form documents the loan of the following property:

Inventory Number	Description (Please include serial number, where applicable)

This is a (check one):

_____ Short-term loan (less than 30 days) To be returned on or before: _____

_____ Long-term loan (greater than 30 days) To be returned on or before: _____

I, _____, understand that I am responsible for and acknowledge the following:

- This system is will not be centrally managed and maintenance is the sole responsibility of the user.
- I will perform an annual risk assessment. (See University Rule 29.01.M1.26)
- I will regularly update the operating system if automatic updates are not enabled.
- All accounts enabled on the system must have a corresponding account document form.
- Administrative access is restricted to the primary user, with additional users requiring documentation.
- All passwords must be complex. (See University Rule 29.01.03.M1.14)
- Antivirus must be installed and scans must be run regularly.
- This system must be scanned for SSN's and be checked for confidential information annually.
- All confidential information must be encrypted. Support recommends full-disk encryption.

I also acknowledge that I am responsible for the property listed above while it is on loan to me. I will exercise reasonable care of this equipment and safeguard it against theft, damage and misuse. I will use this equipment only for activities benefiting Texas A&M University. I will return the property by the date listed above or upon separation from the University.

X _____
Signature

Date

X _____
Authorizing Signature

Date