

PART I - PROPERTY LOAN DESCRIPTION

NOTE: This agreement sets forth the conditions under which the facility has agreed to loan the following property. VA defines a loan as "for the borrower's temporary use."

A. DESCRIPTION OF PROPERTY ON TEMPORARY LOAN <i>(Issuer must insure property is operating and functioning properly prior to issue)</i> <input type="checkbox"/> LAPTOP <input type="checkbox"/> PDA <input type="checkbox"/> PAGER <input type="checkbox"/> MONITOR <input type="checkbox"/> PRINTER <input type="checkbox"/> MOBILE PHONE <input type="checkbox"/> BROADBAND CARD <input type="checkbox"/> REMOVABLE MEDIA <input type="checkbox"/> DESKTOP COMPUTER <input type="checkbox"/> OTHER <i>(Specify)</i>	B. EQUIPMENT ENTRY (EE) NO.
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C. VALUE OF EQUIPMENT	D. SERIAL NO.	E. MODEL

F. JUSTIFICATION FOR LOAN OF VA PERSONAL PROPERTY	G. ISSUE DATE	H. EXPECTED RETURN DATE <i>(Employee, loan not to exceed one (1) year)</i>
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I. APPOINTED RESPONSIBLE OFFICIAL
 ORGANIZATION EIL OFFICIAL (VACO) PROGRAM MANAGER/COTR *(Non-VA employee, loan not to exceed 60 days)* EIL CUSTODIAL OFFICER

J. NAME OF RESPONSIBLE OFFICIAL	K. SIGNATURE	L. TELEPHONE NUMBER
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M. SIGNATURE OF INFORMATION SECURITY OFFICER <i>(if data sensitive item)</i>	N. DATE SIGNED
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AGREEMENT: I hereby accept the responsibility of the item referenced above in item A, and agree to return the item in as good condition as when loaned, fair wear and tear excepted.

O. NAME/SIGNATURE OF BORROWER	P. NAME/SIGNATURE OF DIRECTOR/APPROVING OFFICIAL	Q. DATE SIGNED
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R. ADDRESS OF VA PERSONAL PROPERTY <i>(other than home)</i>	S. OTHER PERTINENT INFORMATION
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PART II - VA PROPERTY RETURN RECEIPT

A. IDENTIFICATION OF EXCEPTIONS, DISCREPANCIES, CONDITION CODE ISSUES, AND PROBLEMS *(Please note N/A if property is returned in as good condition as when loaned, fair wear and tear excepted, and there are no other problems with the returned property.)*

ACKNOWLEDGEMENT OF RECEIPT: The property identified in Part I, Item A, of this form has been returned without any exceptions, discrepancies, condition code issues, and/or problems except as noted. A signed copy of this form (VA Form 0887) shall be forwarded to and maintained in the Property Management Division for Central Office property. Within 72 hours of receipt the IT EIL Custodial Officer/Accountable Officer will annotate corrective changes to the "location" and "comments" fields in AEMS/MERS.

B. RETURN ACKNOWLEDGED BY IT EIL CUSTODIAL OFFICER/EIL CUSTODIAL OFFICER <i>(Signature of IT EIL Officer/EIL Custodial Officer)</i>	C. DATE SIGNED	D. EQUIPMENT ENTRY (EE) NO.
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ACKNOWLEDGEMENT OF RECEIPT: A copy of this signed form has been received for my files.	E. BORROWER INITIALS	F. DATE	VA FORM 0887 MAR 2009
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PART III - VA PROPERTY PASS

PROPERTY PASS		DESCRIPTION OF PROPERTY ON TEMPORARY LOAN		NOTE: Cut and fold Property Pass for placement in wallet for quick access and reviewing by Security or Law Enforcement Officials.
ISSUE DATE	EXPECTED RETURN DATE	<input type="checkbox"/> LAPTOP <input type="checkbox"/> PDA <input type="checkbox"/> PAGER <input type="checkbox"/> MOBILE PHONE <input type="checkbox"/> BROADBAND CARD <input type="checkbox"/> MONITOR <input type="checkbox"/> REMOVABLE MEDIA <input type="checkbox"/> DESKTOP COMPUTER <input type="checkbox"/> PRINTER <input type="checkbox"/> OTHER <i>(Specify)</i>		
NAME OF BORROWER		SERIAL NO.	MODEL	
NAME OF IT EIL CUSTODIAL OFFICER/ACCOUNTABLE OFFICER				
SIGNATURE OF IT EIL CUSTODIAL OFFICER/ACCOUNTABLE OFFICER				
TELEPHONE NUMBER				

GOVERNMENT FURNISHED EQUIPMENT (GFE) USAGE GUIDELINES

- Do not loan GFE to anyone.
- Do not install personal software.
- Save data only to secure locations, such as FIPS 140-2 compliant storage devices.
- Do not attach non-approved portable devices to this equipment.
- Secure and store GFE under lock and key when not in use.
- Do not check GFE as checked luggage when traveling.
- Do not modify the configuration of the GFE.

USER RESPONSIBILITIES

- I understand this equipment is provided for official use only.
- I understand the transit of VA Information off-site is strictly prohibited unless accompanied by express written authorization.
- I am required by my supervisor to utilize this equipment to perform the duties of my job.
- I accept responsibility for the equipment identified on this form issued to me by the Department of Veterans Affairs.
- I fully understand that I will be billed for the replacement cost for any damage or loss occurring as a result of negligence.
- I have read and understand VA Directive 6500.
- I will care for and protect equipment from loss or damage and will notify IT staff of any damage or operation failures incurred.
- I understand that it is my responsibility to periodically return the equipment for routine maintenance.

CERTIFICATION STATEMENT: I have read the above guidelines and accept responsibilities.

BORROWER INITIALS



RECERTIFICATION

DATE	EIL/AO INITIALS	BORROWER INITIALS