

**IS Property Agreement**  
**(For Loaned and Temporarily Assigned Assets)**

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The IS-owned asset described in this agreement is being provided on a temporary basis and for a specific period of time and issued to the BIDMC employee/department named below to facilitate performance of BIDMC work or work-related services/activities away from BIDMC. This agreement must be signed by the department/ division manager with department's cost center number and operating budget number provided before the asset will be released.

Support: Although phone support is available via The Help Desk (4-8080), temporarily assigned assets must be returned to the IS Department for maintenance, management or repairs.

Liability: Negligent or deliberate destruction or damage of IS Property may result in disciplinary action by Human Resources; i.e., a warning, suspension or termination. Should the IS Property be destroyed, damaged or not returned, the employee's department will be charged a replacement fee.

Renewal: If an extension of time is required, IS Inventory Control must be notified via email at IS Inventory Control@BIDMC.harvard.edu, before the "Date to be Returned".

By signing this agreement the recipient agrees to:

- Observe all CareGroup and BIDMC policies regarding HIPAA, Confidentiality and Security.
- Observe all BIDMC IS policies related to the proper use of the device as outlined in the "Technology Resource Utilization Policy, ADM-04".
- Observe all software agreements including licensing, restrictions, usage and conditions.
- Secure and protect the asset from loss, theft or damage
  - Never leave a laptop unattended in a public area or in the office.
  - Never leave a laptop stored in a parked car in plain view.
  - Never store sensitive (patient, personal or financial) information on the laptop.
- Return asset(s) to IS Inventory Control fully operational (with all media, equipment, peripherals, documentation and/or manuals) on or before the end date of this agreement.
- Observe and meet maintenance schedules and requirements that may be noted or required.

Note: The IS Department is not responsible for data stored on the loaned or temporarily assigned computer when it is returned to IS Inventory Control. Responsibility for the removal (deletion or backup of data, files, etc.) to other media rests solely with the user. If assistance is required, please call The Help Desk at 4-8080.

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Recipient Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

Department Cost Center No. (Required) \_\_\_\_\_ Operating Budget Acct No. (Required) \_\_\_\_\_

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**Recipient** (Individual taking responsibility for possession, use and security of the asset described below)

Name (please print clearly) \_\_\_\_\_  
First Middle Initial Last  
Title \_\_\_\_\_ Work Phone \_\_\_\_\_ Pager No. \_\_\_\_\_  
Department \_\_\_\_\_ Location (Bldg/Floor) \_\_\_\_\_  
If asset stored at BIDMC, Location (Bldg/Floor/Room) \_\_\_\_\_  
If asset stored at a private residence, Home Address: \_\_\_\_\_  
Home Phone \_\_\_\_\_

**Date to be picked up** \_\_\_\_\_ **Date to be returned** \_\_\_\_\_

**For Inventory Control Use Only**

**Asset Information**

Brand \_\_\_\_\_ Model \_\_\_\_\_ Asset Tag \_\_\_\_\_ Serial No. \_\_\_\_\_  
Brand \_\_\_\_\_ Model \_\_\_\_\_ Asset Tag \_\_\_\_\_ Serial No. \_\_\_\_\_  
Brand \_\_\_\_\_ Model \_\_\_\_\_ Asset Tag \_\_\_\_\_ Serial No. \_\_\_\_\_

**Accessories provided with the asset**

- |   |   |
|---|---|
| <input type="checkbox"/> CD-ROM                             | <input type="checkbox"/> Network Cable        |
| <input type="checkbox"/> Modem Cable                        | <input type="checkbox"/> Carrying Case        |
| <input type="checkbox"/> Security Lock                      | <input type="checkbox"/> Additional Battery   |
| <input type="checkbox"/> Port Replicator or Docking Station | <input type="checkbox"/> Monitor w/power cord |
| <input type="checkbox"/> CD-RW/DVD Combo Drive              | <input type="checkbox"/> Keyboard             |
| <input type="checkbox"/> External or Removable Floppy Drive | <input type="checkbox"/> Mouse                |
| <input type="checkbox"/> Laptop Power Cord w/adaptor        | <input type="checkbox"/> Modem                |
| <input type="checkbox"/> Other _____                        | <input type="checkbox"/> Other _____          |

Additional Information \_\_\_\_\_

Inventory Control Specialist \_\_\_\_\_ (please initial) Date \_\_\_\_\_