

STATE OF CALIFORNIA –DEPARTMENT OF BUSINESS OVERSIGHT
EQUIPMENT ASSIGNMENT - LOANER
 DBO – 17 (Rev. 01-2014)



Information Technology Unit

1515 K Street, Suite 200
 Sacramento, CA 95814
 (916) 322-0704 or CALNET 492-0704

This document is to acknowledge receipt of the following loaner equipment:

Item	Manufacturer, Model	Serial Number	ITE Tag #
Desktop			
Laptop / Notebook			
Printer			
Replicator			
Monitor			
Security Lock			
Smartphone	IMEI#	SIMM ID#	
Wireless Router			
Other:			

Remote Access: Y / N (If yes, choose all applicable below and fill Remote Access Agreement Form). Please see the link below for Remote Access Agreement form.

<input type="checkbox"/> OWA	<input type="checkbox"/> Telework
<input type="checkbox"/> VPN	<input type="checkbox"/> Hot Spot
<input type="checkbox"/> Personal PC's (OWA only)	<input type="checkbox"/> Personal Smartphones / Tablets

Date Loaned: _____

User Name: _____ Office: _____

Division: _____ Bldg: SO SD LA SF Flr: _____ SR#: _____

Expected Return Date: _____

Date Returned: _____ Damage Noted: _____

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I accept the above equipment into my possession from the Department of Business Oversight. I understand that I am responsible for any damages to this equipment due to my willful act of negligence. Any damage or modifications to the equipment will be noted on this form and a memo will be sent to your supervisor. The costs of any repairs will be charged to your division.

The undersigned agrees to the following security requirements and understands that he/she is responsible for the computer equipment assigned to him/her.

While this equipment is in your possession, DBO requires that you exercise reasonable care in the handling, safekeeping and transportation of the IT equipment and the protection of the integrity and security of the information assets contained in the equipment. In addition, you are required to comply with the following departmental security policies contained in:

POLICY	
ITO-01-2014	IT Security, Remote Access, and Use Policy

I agree to the above and will comply with the referenced ITO-01-2014 Policy

Security Requirements:

- The equipment will not be loaned to anyone else without the prior approval of the IT Unit.
- No copies of any applications of software loaded onto the system will be made.
- No other programs will be installed onto the system.
- The Virus Protection software must not be disabled.

User Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Delivered By: _____ Date: _____

Link to “Remote Access Agreement Form:

[Remote Access Agreement Form](#)