**Smithsonian Institution**

OCon 204

**Personal Property Assignment / Personal Property Pass Form**

*(See General Use Instructions on the reverse of this form)*

|  |  |  |
| --- | --- | --- |
| **Property Assignee** *(Type or Print Name)* | **Unit / Location ID** | **Date Issued** |
|  |       |       |
| **Authorized For** *(check all that apply)* | **Type of Property** *(check all that apply)* |
| [ ]  Property Assignment Receipt[ ]  Property Pass Authorization | [ ]  Capitalized [ ]  Unit Controlled  [ ]  Sensitive |
| **Property List**  |
| **Detailed Description***(include Manufacture and Model)* | **SI Tag #** | **Serial Number** | **Check if Property Pass is authorized?** | **APO/PC will Initial and date when property is returned** |
| 1 |       |       |       | [ ]  |  |
| 2 |       |       |       | [ ]  |  |
| 3 |       |       |       | [ ]  |  |
| 4 |       |       |       | [ ]  |  |
| 5 |       |       |       | [ ]  |  |
| 6 |       |       |       | [ ]  |  |
| 7 |       |       |       | [ ]  |  |
| 8 |       |       |       | [ ]  |  |
| 9 |       |       |       | [ ]  |  |
| 10 |       |       |       | [ ]  |  |
| 11 |       |       |       | [ ]  |  |
| 12 |       |       |       | [ ]  |  |
| **STATEMENT OF RESPONSIBILITY** By affixing my signature below, I hereby confirm that I have received the item(s) listed above and accept personal responsibility for the personal property. As an employee of the Smithsonian Institution (SI), contractor, or other individual to whom the above listed Smithsonian personal property is entrusted, I clearly understand that: (1) I am responsible for the proper custody, care and safeguarding of the above listed property, whether it is in use or in storage; (2) I am authorized to use the property for official SI business only; (3) I will return the property to the issuing office when no longer required for the purpose intended, or upon demand, transfer, or separation from the Smithsonian; (4) I am responsible for any loss, damage or destruction of the property, including financial responsibility if the Accountable Property Officer or SI Personal Property Manager or Survey Board finds that any such loss, damage or destruction is caused by my abuse or negligence. |
| **I have read the Statement of Responsibility.** | **Authorizing Property Custodian or****Accountable Property Officer** |
|  | *(Type or Print Name)*      |
|  |  |       |  |  |       |
|  *(Property assignee signature)* |  Date |  *(PC or APO signature)* |  | Date |
| **Property Pass**This Property Pass is valid for the movement of property when the Property Pass authorization block is checked above and a PC or APO authorizing signature is affixed. This Property Pass is to be used whenever property listed on this form is removed from an SI building by the designated Property Assignee and must be presented to a Security Officer when requested. The pass remains in effect for the term of the assignment unless an expiration date is indicated below.  |
| **Pass****Expiration Date** | **Additional Information:**       |
|       |

 OCon 204 - Personal Property Assignment/Personal Property Pass Form

 December 2012

**OCon 204, Personal Property Assignment/Personal Property Pass**

 **General Use Instructions**

The OCon 204 can be used as an assignment form, a property pass, both, or to indicate that property has been temporarily loaned. The OCon 204 form is used to record and track all SI personal property assigned or loaned to SI staff (Property Assignee) or Property Custodians; ***it is not used to authorize movement of personally-owned property***. Capitalized, sensitive, and some unit controlled property requires an OCon 204 form and typically assigns property to a primary user. Individuals must sign a properly completed OCon 204 form to acknowledge receipt of the property they are assigned or loaned and their responsibility for safeguarding the property.

1. **Personal Property Assignment:** When used as a Personal Property Assignment form, the OCon 204 provides an audit trail of accountability for the property listed on the form. A copy of the OCon 204 is issued to the assignee and a copy must also be kept in the unit APO or PC property management file.

1. **Personal Property Pass:** When used as a Personal Property Pass form, the OCon 204 establishes the authority for the individual named as Property Assignee to remove property from SI units when the Property Pass authorization box is checked. A copy of the OCon 204 is issued to the assignee and a copy must also be kept in the unit APO or PC property management file. The Property Pass must be kept with the property in the event an OPS Security Officer questions the movement of the property.

**Note: When personal property is shared and/or routinely used by two (2) or more individuals (e.g., laptop computers, desktop computers, cameras, motor vehicles, etc.) the personal property shall be assigned to a staff member who will be responsible for ensuring the property is safeguarded. This Property Assignee must use a method that ensures that the location of the property is known and the property can be accounted for at all times. OCon&PPM recommends using sign in/sign out logs as a record of who is using the property and dates the property is checked out and returned.**

**Completing the Form**

* **Property Assignee:**  Name of the person to whom the property is assigned to (or loaned) or the person who is issued the Property Pass.
* **Unit/Location ID:**  (Example Unit: OCIO; Example Location ID:  A551010\_01)
* **Date Issued:**  Enter the date this OCon 204 form is completed
* **Authorized For:** Check appropriate box(s)
* **Type of Property:**  Check appropriate box(s)
* **Detailed Description:**  Enter a description of the property to include: manufacturer and model number (example: Dell Inspiron laptop, Model x850; Specimen jars)
* **SI Tag #**:  Enter the 6 digit SI Tag # for sensitive or capitalized property
* **Serial Number:**  Enter the serial number/Service Tag Number
* **Check if Property Pass is authorized:** Indicate if a Property Pass is authorized
* **APO/PC** will initial and date when property is returned. A copy is returned to Property Assignee indicating the property is returned and the Property Assignee is relieved of responsibility for the property.
* **Statement of Responsibility:**  Property Assignees must sign and date the Statement of Responsibility indicating they understand the responsibilities and potential for liability as detailed in the section.
* **Authorizing Property Custodian or Accountable Property Officer:**  APO, Alt APO, or unit PC approves the form by signing and dating in this field
* **Property Pass:**  Read the Property Pass statement and acknowledge the **Pass Expiration Date**:  The property pass will remain in effect for the life of the assignment or movement authorization unless a date is entered here.
* **Additional Information:**  Enter any additional information relevant to the assignment or movement of the listed property.

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