



## ADVS Acknowledgment for Transfer of Accountability

In accordance with Statewide Standard P800-S885 Rev.1.0 Section 4.4 & Statewide Standard P800-815 Section 4.1.2, the Arizona Department of Veterans' Services (ADVS) Information Technology department (I.T. Department) will use this form as acknowledgment for transfer of accountability for portable end-user hardware and software as defined by Statewide Standard P800-815 Section 4.2.2.

By verifying the information and signing below, you are acknowledging that you assume all risks and responsibility of equipment issued by the I.T. Department. In order to prevent theft/loss of such equipment and potentially confidential information, the equipment holder shall abide by the following procedures:

- 1) Equipment will only be issued to supervisory/leadership. From there, it is up to their discretion who is able to have use of it.
- 2) It will be equipment holder's responsibility to ensure that the device(s) are securely stored when not in use by staff.
- 3) Any loss of device due to theft/damages will be IMMEDIATELY reported to I.T. staff. Those found guilty of theft will be held liable pursuant to ADVS policies and ARS Title 13 Chapter 18.
- 4) The I.T. department reserves the right to revoke use of devices if intentional misuse or violation I.T. policies (specifically the mobile device policy) and procedures is suspected.

Additionally, if for any reason the below signee is no longer attached to ADVS, equipment must be returned to I.T. department by that person or persons' direct supervisor and/or acting authority.

This form is intended for use for ADVS portable end-user hardware and software only. All other devices are not covered by any terms and conditions of this document.

### **Issuer**

### **Recipient**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Device Model

Serial Number

AZ Tag