



**Court Services and Offender Supervision Agency  
Office of Information Technology  
RSA Security Token Property Receipt**

Recipient's Name: \_\_\_\_\_

Recipient's Team/Office and Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

RSA Token Serial Number: \_\_\_\_\_

I \_\_\_\_\_ (Recipient's Name Printed), understand that:

- **I am responsible for this equipment.**
- **If damage or loss occurs due to abuse or negligence while this equipment is in my care, my unit or I may be charged for the repair or replacement of the equipment. Frequent occurrences may result in disciplinary action.**
- **If the RSA Token is lost or stolen, I will immediately call the CSOSA IT Call Center (202) 220-5377 to report the loss.**
- **It is my responsibility to return this equipment to the Office of Information Technology before I leave the Agency.**

Signature of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

IT Security Signature: \_\_\_\_\_ Date issued: \_\_\_\_\_

(After token is issued and signed for, end user should receive a copy of the property pass.  
Original must be provided to IT Inventory Control Specialist, OIT, 633 Indiana Avenue, NW Room 756)

**RSA Token Loss/Theft**

**Previous Token (Serial #: \_\_\_\_\_) has been lost/stolen. I have notified the IT Call Center so that the token can be disabled.**

Recipient's Signature and Date: \_\_\_\_\_

Inventory Mgmt's Signature and Date: \_\_\_\_\_

**RSA Token Return Only**

Recipient's Signature and Date: \_\_\_\_\_

Inventory Mgmt's Signature and Date: \_\_\_\_\_

Comments (Required if equipment is damaged): \_\_\_\_\_