Virginia Tech

College of Architecture
and Urban Studies

Office of the Dean
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This letter is to formalize the **agreement for university equipment used at home**.

This equipment is being provided to you for university business use while you are an employee in the College of Architecture & Urban Studies and is subject to the Virginia Tech Acceptable Use Policy. This equipment is owned by the university and will be returned upon request of the Department Head, Auditors, Inventory Services, or prior to your departure from this department. Failure to return the equipment as requested will result in a deduction of the original purchase price from your paycheck, and/or other debt collection means.

In the event this equipment is destroyed or lost, you are responsible for immediately notifying your department, and for working with your department's fixed assets liaison to ensure Risk Management, Inventory Services, and your local Police Department are also notified.

Any computer equipment will be kept current with security patches and bug fixes provided by the IT staff. All software and hardware maintenance issues should be reported to and handled by your department's IT staff.

This letter will be kept in your personnel file, and the department fixed assets liaison will retain a duplicate copy.

Equipment Inventory Information:

Manufacturer	Model	Serial No.	VT Asset No.
APPLE	MACBOOK AIR	C1MPF5FJG944	000374279
Equipment Description	Laptop, Apple Macbook Air		

I,___Vaughan, Robert_____ , acknowledge and agree to the above, in its entirety.

_____ _____
SIGNATURE   DATE

I, the Department Head for the employee listed above, approve this equipment is for university business use at home.

_____ _____
SIGNATURE   DATE

I, the fixed assets liaison, have accounted for and updated the above information in the fixed assets system.

_____ _____
SIGNATURE   DATE

Acknowledgement of equipment return:

I,_____ , have returned the above equipment.

_____ _____
SIGNATURE   DATE

I, the fixed assets liaison, have reconciled the equipment returned with the information listed above and have updated the fixed asset system to reflect its' return.

_____ _____
SIGNATURE   DATE

Invent the Future