



### ACKNOWLEDGEMENT FOR THE USE OF UNIVERSITY EQUIPMENT

This equipment is being provided to you for university business while you are an employee in the College of Architecture and Urban Studies and is subject to the Virginia Tech Acceptable Use and Administration of Computer and Communications Systems Policy and the VT Statement of Business Conduct Standards.

It is understood that this equipment is owned by Virginia Tech and custodianship will be returned upon request of the Department Head, Auditors, Inventory Services, or prior to your departure from CAUS. In the event this equipment is destroyed or lost, you are responsible for immediately notifying your your department and your department's fixed assets liaison. Any problems experienced with the will be reported to your IT Staff. Should this equipment need to be moved from its current location, prior approval by and coordination with IT and/or Facilities is required.

MANUFACTURER	MODEL	SERIAL NUMBER	VT ASSET TAG
[manufacturer]	[model]	[serial]	[ptag]
EQUIPMENT DESCRIPTION	[description]		
EMPLOYEE PID	[pid]	BUILDING	[building]
		OFFICE #	[office]

I, [name], acknowledge and agree to the above, in its entirety.

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, [name], have returned this equipment.

SIGNATURE

DATE

I, the Fixed Assets Liaison, have reconciled the equipment returned with the information listed above and have updated the fixed assets sytem to reflect its return.

SIGNATURE

DATE

**UT PROSIM**