



ment 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 Virginia Tech Acceptable Usage Policy the Administration of Computer and Communications Systems Policy, 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 that 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 Service, and your local Police Department are also notified.

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

MANUFACTURER	MODEL	SERIAL NUMBER	VT ASSET TAG
Example	Example	Example	Example
EQUIPMENT DESCRIPTION			
EMPLOYEE ID	Example	BUILDING	Example
Example		OFFICE #	Example

I, Employee Name, 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 universtiy business

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, Employee Name, have returned this equipment.

SIGNATURE DATE

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

SIGNATURE DATE

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