



# VirginiaTech

College of Architecture  
and Urban Studies

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### ACKNOWLEDGEMENT FOR THE USE OF UNIVERSITY EQUIPMENT

This equipment is being provided to you for University business use while you are employed at or engaging with the College of Architecture & Urban Studies and is subject to the Virginia Tech policies and procedures including Acceptable Use and Administration of Computer and Communication Systems Policy 7000 [www.policies.vt.edu/7000.pdf](http://www.policies.vt.edu/7000.pdf) and the VT Statement of Business Conduct Standards ([http://www.cafm.vt.edu/busprac/\\_docs/2013\\_Statement\\_Business\\_Conduct\\_Standards.pdf](http://www.cafm.vt.edu/busprac/_docs/2013_Statement_Business_Conduct_Standards.pdf)).

It is understood this equipment is owned by the University 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 supervisor and the CAUS equipment coordinator. Any problems experienced with the equipment will be reported to the 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.

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VT000			
Equipment Description:			
Employee ID		Building	Office #

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I, \_\_\_\_\_, have either returned the above equipment or it remains at the most recent workstation assigned to me at CAUS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the Equipment Coordinator, have reconciled the equipment returned with the information listed on the first page and have updated the fixed asset system to reflect its' return.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Invent the Future*