

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 Virginia Tech Controller's Office and is subject to the Virginia Tech Acceptable Use Policy. It is understood 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 supervisor, Risk Management, and Inventory Services. If stolen you are responsible for immediately notifying your supervisor, Risk Management, Inventory Services, and your local Police Department.

Any computer equipment will be kept current with security patches and bug fixes provided by the IT staff. Any problems experienced with the computer's operation, security patches, and/or bug fixes should be reported to the IT staff. If requested, by the IT staff, return the computer equipment to correct operating, security patches, and/or bug fix problems. Please do not make any changes to the Operating System or add and remove software. This computer is provided with the software needed to perform your work duties.

This letter will be kept in your personnel file and the Equipment Coordinator will retain a duplicate copy.

Equipment Inventory Information:

Manufacturer	Model	Serial No.	VT Asset Number
			VT000
<b>Equipment Description</b>			

I, \_\_\_\_\_, 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 equipment coordinator, have accounted for and updated the above information in the fixed assets system.

\_\_\_\_\_  
 SIGNATURE DATE

***Invent the Future***

Acknowledgement of equipment return:

I, \_\_\_\_\_, have returned the above equipment.

\_\_\_\_\_  
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