

Please complete the below information for each piece of equipment you have at an off-site location (including at home) and then sign the certification below. **Please note that if the equipment is a Dell computer, the “Service Tag” is used as the serial number.** If questions, please call [Becky Saylor](#) (540-231-6049). Thanks. [Click here to clear form.](#)

**Barcode and old tag #:** \_\_\_\_\_

Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model #: \_\_\_\_\_

Service Tag/Serial #: \_\_\_\_\_

Location: \_\_\_\_\_

**Barcode and old tag #:** \_\_\_\_\_

Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model #: \_\_\_\_\_

Service Tag/Serial #: \_\_\_\_\_

Location \_\_\_\_\_

The above information was obtained from the university owned equipment located off-site. I understand that the equipment is property of Virginia Tech, will be returned upon termination of employment or at the request of the Fixed Assets staff, Internal Audit or Auditor of Public Accounts, and should be used for official business purposes.

Printed Name: \_\_\_\_\_

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

Department #: \_\_\_\_\_ Date: \_\_\_\_\_

***Invent the Future***