

**University Controller (MC 0312)**

North End Center, Suite 3400, Virginia Tech
 300 Turner Street NW
 Blacksburg, Virginia 24061
 540-231-6049 Fax: 540-231-0766
 www.controller.vt.edu

Please complete the information below for each piece of equipment you have at an off-site location (including at home) and sign the certification. **Please note 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.

Barcode: _____

Description: _____

Manufacturer: _____

Model Number: _____

Service Tag/Serial #: _____

Location: _____

Barcode: _____

Description: _____

Manufacturer: _____

Model Number: _____

Service Tag/Serial #: _____

Location: _____

Barcode: _____

Description: _____

Manufacturer: _____

Model Number: _____

Service Tag/Serial #: _____

Location: _____

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

Printed Name: _____

Signature: _____

Department Number: _____ Date: _____

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