

This letter is to formalize the agreement for assets used at home.

This equipment is being provided to you for university business use while you are an employee at Virginia Tech 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, FAEIS 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 FAEIS. If stolen you are responsible for immediately notifying your supervisor, Risk Management, FAEIS 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 computers' 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 #	VT Barcode
			VT000
Equipment Description			

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 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