



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: \_\_\_\_\_

*Invent the Future*