

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: _____

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