

Equipment Certification

Please complete the below information for each piece of equipment you have at home and then sign the certification below. Let me know if you have a question about this form or process. Please return the form to me. Advise me when items are moved back to the Department so that we can pull and update the record. Thank you, *T. Bell*

Barcode #: _____ **Old tag # (if present):** _____

Description: _____

Manufacturer: _____

Model #: _____

Serial #: _____

Barcode #: _____ **Old tag # (if present):** _____

Description: _____

Manufacturer: _____

Model #: _____

Serial #: _____

Barcode #: _____ **Old tag # (if present):** _____

Description: _____

Manufacturer: _____

Model #: _____

Serial #: _____

The above information was obtained from the university owned equipment I have at home. I understand that the equipment is property of Virginia Tech, will be returned upon termination of employment or at the request of the Department, Fixed Assets staff, Internal Audit or Auditor of Public Accounts, and is in my possession to be used for official business purposes.

Printed Name: _____

Signature: _____

Department Name/#: _____ Date: _____