VIRGINIA MILITARY INSTITUTE
STATE-OWNED EQUIPMENT OFF POST USE AGREEMENT

Under some circumstances state owned equipment may be used at home for Institute business provided the equipment is properly signed out and authorized by the Department Head.

Equipment Description _____

Tag No. _____ **Serial No.** _____ **Model No.** _____

Explanation for Home use: _____
(To be completed by Department Head)

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1) State-owned equipment should be used for legitimate state purposes by authorized employees.
2) Employees are responsible for protecting state-owned equipment from theft, damage and unauthorized use.
3) Employees will be responsible for damages to equipment not covered by the Institute's insurance policy.
4) Employees authorized to use the state-owned equipment will be responsible for transporting and installing the equipment, and for returning it to the central workplace for repairs or service.
5) State-owned equipment used in the normal course of employment will be maintained, serviced and repaired by the Institute only. (Information Technology policies and standards will be observed on computers taken home by employees. Information Technology will not be responsible for installation, configuration, or maintenance of personally owned software, or compatibility and operability of personally owned peripheral devices such as printers or scanners.)
6) The Institute will not be responsible for operating costs or other incidental costs (e.g., utilities) associated with use of state-owned equipment.
7) Employees must safeguard Institute information used or accessed while at home.
8) Employees agree to return the equipment to the Institute upon request for inspection and inventory.
9) The Institute has the right to terminate this agreement at any time and require the equipment to be returned.

_____ _____
Employee Signature Date

_____
Employee Printed Name

_____ _____
Department Head Signature Date

_____
Department Head Printed Name

Original to Comptroller's Office Copy to Department