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# *Fixed Assets and Equipment Policy*

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Graduate students, who need to borrow equipment, must fill out and sign the BC Fixed Asset Sign-out Log. Equipment borrowed for long term periods will require a letter or email from a faculty member, authorizing your permission to borrow the equipment for an extended period of time.

## Signing Out Fixed Assets and Other Equipment/Hardware

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In accordance with Virginia Tech Policies:

No. 3950 – Fixed Asset Accounting

No. 3951 – Transfer of Equipment from the University to Other Domestic Institutions

No. 3955 – Management of Surplus Property

BC Department owned equipment can be checked out through the Department Administrative Assistant. Equipment shall not be removed from the BC Administrative Office, transferred to another location or department or disposed of in any manner without proper authorization and notification to the Department Head, Administrative Assistant or designee.

As various pieces of equipment are made known to the Department Administrative Assistant, he/she will keep a record of equipment that is available for faculty to borrow within the University and CAUS.

## Short Term

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For BC equipment there is a short term sign out log located in the Administrative Office (430D).

## Long Term

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Graduate Students wishing to sign out equipment on a long term basis (more than 30 days)—this includes equipment that will be used at home on a permanent basis—must complete the **College of Architecture Letter of Agreement for equipment to be used at Home**. This policy is in accordance with the VT Acceptable Use Policy for Fixed Assets.

A copy of this form will be retained by the department and a copy will be placed in the faculty or staff members file. The College of Architecture and Urban Studies reserves the right to conduct an annual audit of our equipment.

## Damage to Department Equipment

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Beyond insurance the Department of BC will not be responsible for the cost of repair or replacement of any equipment due to any accidental or user abuse.