



VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY

**Departmental Software Sales  
Software Distribution**

Information Technology Acquisitions  
3220 Torgersen Hall (0282), Blacksburg, Virginia 24061  
P: 540.231.4736 F: 540.231.7634  
E-mail: departmentalsoftware@vt.edu

## Departmental Laptop Leasing Agreement

Departmental Software Distribution has laptops for lease to faculty and staff of Virginia Tech for university business. These laptops may be leased for **\$25 per week, per laptop**. Each laptop comes with MS Windows XP Pro, MS Office 2003 Pro, Internet Explorer, Netscape Navigator, Adobe Acrobat 6 Pro, Norton Antivirus 9.0, and Zone Alarm Integrity Desktop 4.5 pre-installed. Each laptop is also equipped with wireless Ethernet capabilities. Refer to wireless.cns.vt.edu for further information on how to use Virginia Tech's wireless service.

I agree to abide by the Virginia Tech Acceptable Use Policies. My department agrees to assume responsibility for any damages up to the \$250 deductible. If Risk Management determines that damage was caused by gross negligence or malicious intent, my department agrees to assume responsibility for the complete cost of repairing the damage or replacing the laptop.

The ISR will not be closed until you have returned the laptop and Departmental Software Distribution reserves the right to apply additional charges to the ISR based upon the number of weeks you keep the laptop.

When a laptop is returned to the Software Distribution Office, all files on it will be immediately deleted. Recovery of any files on the laptop will be impossible.

If you wish to install any additional software, please notify Software Distribution at the time the laptop is checked out.

<b>Name:</b>		<b>Email:</b>
<b>Phone #:</b>	<b>Mail Code:</b>	<b>ISR #:</b>
<b>Department Name:</b>		<b>Department #:</b>
<b># of Laptops Needed:</b>	<b>Approximate Number of Weeks the Laptop is Needed:</b>	
<p><b>By signing this form, I am acknowledging that the information above is correct and that I understand and agree to the Laptop Leasing Agreement.</b></p> <p>USER (Person checking out the Laptops):</p> <p>_____</p> <p>Signature <span style="float: right;">Date</span></p> <p>APPROVED (Dean or Dept. Head)</p> <p>_____</p> <p>Signature <span style="margin-left: 150px;">Title</span> <span style="float: right;">Date</span></p>		

**Please bring this form, along with your completed ISR, to 3240 Torgersen Bridge**

**Office Use Only**

**Laptop Number's Checked Out:**