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Description automatically generated

Graduate Research Development Program

Virginia Tech Graduate & Professional Student Senate

Blacksburg, VA 24061

[Insert Date]

Re: Certification of Software/Technology/Equipment Acquisition

Dear Graduate Research Development Program,

This letter is to certify that Mr./Ms. [First Name, Last Name] has contacted the [Department Name] department to verify that their request for [Name of Software/Technology/Equipment] has been discussed.

This purchase will need to be reviewed by University Legal Counsel if it exceeds $2,000. Note that some departments require additional legal review of all software acquisitions regardless of the amount.

I, the below signed, acknowledge that this is not a legally binding document, but that all attempts have been made from the student and department to ensure the above software/technology/equipment acquisition.

Sincerely,

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Printed Name and Signature of Graduate Student

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Printed Name and Signature of Department Administrator