VIRGINIA STATE UNIVERSITY
FIXED ASSET ACCOUNTING
INVENTORY UPDATE FORM

This form is used to request changes to inventoried assets including surplus, disposal, relocations and transfers. The requesting department should complete Section I, and then complete Section II – V based on the type of request needed. For Grant or Equipment Trust Fund items, please contact Fixed Assets at ext. 5221 prior to taking any action.

Section I: Requesting Department and Asset Information

Department Name Click here to enter text. **Date** Click here to enter text.

Responsible Person Click here to enter text. **Phone Extension** Enter Ext. **Budget Code** Enter code.

Approver's Name Click here to enter text. **Approver's Signature** Click here to enter text.

Please list asset information below with a detailed description. Use Pages 2-5 (based on type of requested change) if more than one asset needs updating.

ASSET I.D #	ASSET DESCRIPTION	BUILDING	ROOM #	SERIAL #
Enter ID #	Click here to enter text.	Enter info.	Enter Room #	Enter Serial #

Check Appropriate Change Action Below: (One Action per Form)

Section II - Surplus	Section III – On Campus Transfer to New Dept.
Received By Click here to enter text. Date Enter date. Ext.# Enter ext. #. Condition: ☐ New ☐ Good ☐ Fair ☐ Poor ☐ Needs Repair ☐ Parts Missing	New Department Click here to enter text. Date Enter date. New Budget Code Enter code. New Building Enter info. New Room # Enter room #. New Responsible Person Click here to enter text. New Responsible Person Signature Click here to enter text.
Section IV – On Campus Relocation in Same Dept.	**Section V – Disposal (Fixed Asset Staff Use Only)**
New Building Click here to enter text. New Room # Click here to enter text.	Reason: ☐ S – Sale or Trade In ☐ A – Abandonment ☐ L – Lost or Stolen ☐ T – Transfer ☐ C – Casualty Loss ☐ K – Cannibalization Other Click here to enter text.

Fixed Assets Staff Only:

Processed by: Click here to enter text. Date Processed: Click here to enter text.

Section II – Surplus (Additional Assets Requiring Inventory Updates)

ASSET I.D #	ASSET DESCRIPTION	BUILDING	ROOM #	SERIAL #	CONDITION
Enter ID #.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.
Enter ID#.	Click here to enter text.	Enter info.	Enter #.	Enter serial #.	Choose an item.