

VIRGINIA STATE UNIVERSITY (212) FIXED ASSET ACCOUNTING CONTROL SYSTEM (FAACS)

EQUIPMENT RELOCATION FORM

This form is to be used to **REPORT THE RELOCATION**, **REASSIGMENT OR TRANSFER OF EQUIPMENT FROM ONE DEPARTMENT TO ANOTHER.** The form is to be submitted to FAACS immediately upon transfer. If not submitted, the transferring department will be responsible for all equipment. The form is to be submitted to FAACS Department Room 45 Physical Plant Building or mailed to box 9208 or FAXED to 5314.

DEPARTMENT TRANSFERRING EQUIPMENT

DEPARTMENT/ACTIVITY	RESPONSIBLE PERSON (VP, DEAN, DIRECTOR, CHAIR)		
BUDGET CODE DATE	SIGNATURE OF RES	SIGNATURE OF RESPONSIBLE PERSON	
DEPARTMENT	RECEIVING EQUIPMENT		
DEPARTMENT/ACTIVITY	RESPONSIBLE PERSON (VP, DEAN, DIRECTOR, CHAIR)		
BUDGET CODE DATE	SIGNATURE OF RESPONSIBLE PERSON		
I.D # EQUIPMENT DESCRIPTION	FROM BUILDING/ ROOM#	TO BUILDING / ROOM	