



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

CHANGE OF RESPONSIBLE PERSON

NOTIFICATION FORM

TO: FAACS OFFICE

FROM: _____
(VP, DEAN, DIRECTOR OR CHAIR)

THE RESPONSIBLE PERSON FOR ACCOUNT CODE _____ HAS

CHANGE FROM _____ TO _____

AS OF _____.
DATE / YEAR