



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

SURPLUS PROPERTY REQUEST FORM

THIS FORM IS TO BE USED TO **REQUEST SURPLUS PROPERTY**. THE FORM IS TO BE SUBMITTED TO FAACS DEPARTMENT ROOM 45 PHYSICAL PLANT BUILDING OR MAILED TO BOX 9208 OR FAX TO 5314.

DEPARTMENT NAME: _____

BUILDING NAME AND ROOM NUMBER: _____

TELEPHONE NUMBE: _____

BUDGET CODE _____ **DATE** _____

**SIGNATURE OF RESPONSIBLE PERSON
(VP, DEAN, DIRECTOR OR CHAIR)**

PRINT NAME

DESCRIPTION OF ITEM'S REQUESTING

1.	10.
2.	11.
3.	12.
4.	13.
5.	14.
6.	15.
7	16.
8.	17.
9.	18.