



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

**EQUIPMENT RELEASE FORM**

THIS FORM IS TO BE USED TO REPORT ALL EQUIPMENT RELOCATED OFF SITE OF VIRGINIA STATE UNIVERSITY. THE FORM IS TO BE SUBMITTED TO (FAACS) OFFICE WITH THE SIGNATURE OF RESPONSIBLE PERSON FOR THAT DEPARTMENT BEFORE ANY EQUIPMENT CAN BE ISSUE FOR OFF SITE USAGES. THE DEPARTMENT HEAD WILL BE RESPONSIBLE FOR ALL EQUIPMENT USED OFF SITE. THE FORM IS TO BE SUBMITTED TO FAACS DEPARTMENT ROOM 45 PHYSICAL PLANT BUILDING OR MAILED TO BOX 9208 OR FAX TO 5314.

_____ <b>Department / Activity</b>	_____ <b>Signature of Responsible Person (VP, DEAN, DIRECTOR OR CHAIR)</b>	
_____ <b>Budget Code</b>	_____ <b>Date Issue</b>	_____ <b>Return Date</b>
_____ <b>Signature of User</b>	_____ <b>(PLEASE PRINT NAME)</b>	

<u>VSU I.D NUMBER</u>	<u>ITEM DESCRIPTION</u>	<u>SERIAL / MODEL</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ <b>FROM BUILDING / ROOM</b>	_____ <b>TO ADDRESS</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____