

**VIRGINIA STATE UNIVERSITY
FIXED ASSET ACCOUNTING
INVENTORY FORM**

This form is used to request changes to inventoried assets including surplus, disposals, relocation and transfers. The requesting department should complete Section I for all actions and then complete Section III and IV based on the type of request needed.

Section I: Requesting Department and Asset Information

Agency 212 _____ Agency 234 _____ Grants _____ Budget Code _____

Department Name _____ Date _____

Responsible Person _____ Phone Extension _____

Approver's Name _____ Approver's Signature _____

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

Section II – Surplus (Fixed Asset Staff Use Only)	Section III – On Campus Transfer to New Dept.
Received By _____ Date _____ Surplus# _____ Location _____	Budget Code _____ New Department _____ New Building _____ New Room # _____ New Responsible Person _____ New Responsible Person Signature _____
Section IV – On Campus Relocation in Same Dept.	Section V – Disposal (Fixed Asset Staff Use Only)
Budget Code _____ New Building _____ New Room # _____	Reason: <input type="checkbox"/> S – Sale or Trade In <input type="checkbox"/> A – Abandonment <input type="checkbox"/> L – Lost or Stolen <input type="checkbox"/> T – Transfer <input type="checkbox"/> C – Casualty Loss <input type="checkbox"/> K – Cannibalization Other _____ Disposal # _____

Fixed Assets Staff Only:

Processed by: _____ Date Processed: _____

Released by: _____ Date Released: _____

