

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

## **SURPLUS PROPERTY FORM**

**This form is to be used to <u>REMOVE SURPLUS PROPERTY</u>.** The form is to be submitted to FAACS Department Room 45 Physical Plant Building or mailed to box 9208 or FAXED to 5314.

DEPARTMENT NAME:				
BUILDING NAMI	Ε:			
TELEPHONE NU	MBER:			
BUDGET CODE:		DATE:		
SIGNATURE OF RESPONSIBLE PERSON V.P., DEANS, DIRECTORS, CHAIRPERSON		(PLEASE PRINT NAME)		
	d below is surplus to the above department. tment. The following details are understood		pment be removed fr	rom the FAACS Inventory
2. If space is available space is not available.	department can use the equipment, it will be able, the FAACS staff will remove the equipment and another department cannot use the in its present location.	ment to the FAAC	S Warehouse, howe	
I.D #	EQUIPMENT DESCRIPTION	ROOM#	SERIAL #	CONDITION
		<u> </u>		