



Controller’s Office, Fixed Assets Accounting Custodian Transfer Form

Virginia Commonwealth University policy requires that the official records of capital assets be maintained by the Controller’s Office and that each University department safeguard its assigned equipment through proper internal controls.

Instructions: Complete the following information when responsibility for a capital asset is transferred from one Fixed Asset Custodian to Another

Reason for Transfer: Employee Separation Department Reorganization Asset Transfer

Permanent Tag Number	Description	Current Custodian	New Custodian	Transfer Date

Custodian Certification

I hereby certify that responsibility and accountability for the assets identified on this form have been transferred from the current Fixed Asset Custodian to the new Fixed Asset Custodian listed below. The assets have been verified, and all information provided is accurate and complete to the best of my knowledge. The new custodian acknowledges responsibility for safeguarding the assets in accordance with Virginia Commonwealth University policies and procedures.

Current Fixed Asset Custodian: _____ Email _____ Date _____

New Fixed Asset Custodian: _____ Email _____ Date _____