



# VCU

## Controller's Office, Fixed Assets Accounting Location 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 for assets that have been relocated to a different building, room, or campus location.

Permanent Tag Number	Description	Current Location	New Location	Transfer Date

### Location Certification

I hereby certify that the assets identified on this form have been physically relocated to the location indicated above. All information provided is accurate and complete to the best of my knowledge, and the assets remain in University custody.

Fixed Asset Custodian: \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_