



## Controller's Office, Fixed Assets Accounting Surplus 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 the surplus of fixed assets

Permanent Tag Number	Description	Serial Number	Cost	Location

### Certification of Surplus of Assets

I hereby certify that the asset(s) listed above are surplus to departmental needs. They have been reviewed for operational use, condition, and compliance with University policies, and are authorized for disposal, transfer, or other disposition in accordance with applicable procedures.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_