Request for Change in Custodian

The following is for a University department to change one Fixed Asset Custodian to another in order to remain in compliance with University policy.

Department Name: ________________________________

Fixed Asset Custodian #: ex. FC7770000

**Old Custodian: ______________________________________________________

*New Custodian: ______________________________________________________

E-mail: _____________________________________________________________

Reason for Change: _________________________________________________

______________________________  ________________________________
Department Representative    Signature

*Service Desk Ticket required to complete fixed assets Banner access.
Use https://controller.vcu.edu/training/banner-finance-courses/ to create ticket.

Complete all fields and send to Fixed Assets.
M: Box 843035   E-Mail: FixedAssets@vcu.edu   F: 828-1404

**Banner Fixed Asset access will be removed.

For Fixed Assets Use:

<table>
<thead>
<tr>
<th>Training</th>
<th>Date Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAA001 Banner Basic Navigation &amp; System/Data Security</td>
<td></td>
</tr>
<tr>
<td>201 Internal Control &amp; Fiscal Responsibilities</td>
<td></td>
</tr>
<tr>
<td>204 Banner Fixed Assets</td>
<td></td>
</tr>
</tbody>
</table>

These courses need to be completed within 5 days of Service Desk ticket.