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: ____________________________

☑  @vcuhealth.org  ☐  @vcu.edu

E-mail: ____________________________

Reason for Change: ____________________________

________________________________________

Department Representative  Signature

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