



VCU

Controller's Office, Fixed Assets Accounting Request for Change in Fixed Asset 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: _____ @vcuhealth.org
 @vcu.edu

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.
Mail: Box 843035 E-Mail: FixedAssets@vcu.edu

**Banner Fixed Asset access will be removed.

For Fixed Assets Use:

<u>Training:</u>		<input type="checkbox"/>	<u>Date Completed</u>
PAA001	Banner Basic Navigation & System/Data Security	<input type="checkbox"/>	_____
201	Internal Control & Fiscal Responsibilities	<input type="checkbox"/>	_____
204	Banner Fixed Assets	<input type="checkbox"/>	_____

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