

Change in Fixed Asset Status
Office of the Comptroller, Capital Accounting
Fixed Assets, 44983 Knoll Square, Ashburn, VA 20147

Date: _____

Fixed Asset Tag Number: _____

Equipment Description _____

Name of Department/Grant/Contract

Requestor

Oracle Alias

Email

Phone

Grant (if applicable): Project / Task / Award _____ **RSC signature required below**

Funding Agency _____

AUTHORIZED SIGNATURE REQUIRED

Department Head (sign): _____

(print) _____ Date: _____

Research Service Coordinator (sign) _____ **stamp** _____

(if applicable)

(print) _____ Date: _____

Request to: **Transfer Assets within The George Washington University**

From: Building _____ Room _____ Oracle Alias _____

To: Building _____ Room _____ Oracle Alias _____

Name of Property coordinator after transfer: _____

Request to: **Sell or Donate Assets**

Donated / Sell to: _____

Sale Price: \$ _____

Fair Market Value \$ _____

Date of Disposal _____

GCAS Journal Entry _____

Recipients of GW electronic equipment must complete a Release and Waiver Form.

For Computers Only:

I certify that all sensitive data, proprietary software and embedded network passwords have been removed from this system.

Print Name

Authorized ISS / LSP Signature

Date

Request to: **Send Assets to Warehouse**

Circle one: Scrap Condition Usable Condition

Date Picked Up: _____ By (name): _____

Received by Warehouse (name): _____

Report of: **Lost or Stolen Assets**

Lost

Stolen Date Campus Police Department notified: _____
(Attach copy of police report)

Report of: **Disposed Assets**

Reason for Disposal: _____ Where Disposed: _____