



VCU

Physical Plant Surplus/Move Form

VIRGINIA COMMONWEALTH UNIVERSITY

This form is required before removal of surplus property

Department:	Date:
Location:	Phone #
Contact Person:	WR#
Fixed Asset Custodian (print)	Type of Lab:
Create a customer request through QuikFM at: https://quikfm.vcu.edu	Customer Signature:

FORWARD A COPY OF THIS FORM TO:

- Department Asset Custodian
- jmware@vcu.edu
- OEHS (required for laboratory departments)

Regulated Materials:

Principal Investigators are responsible for ensuring that employees are trained in the disposal of materials as defined in the VCU/MCVH/MCVP Safety Manual. Warehouse Management and General Services is not authorized to accept items containing or contaminated with biological, chemical, or radioactive materials. The responsible person for potentially hazardous items or equipment must contact OEHS Office to schedule an Equipment Clearance. Warehouse Management nor General Services will surplus or move items without documentation from OEHS. Physical Plant will report any violation to OEHS, and the transferring department will receive a charge for all cleanup.

Hard Drive Data Removal Certification:

All computers that are transferred to Warehouse Management must have all hard drive data removed either by wiping the drive with approved software or destroying the hard drive.

Fluid Removal:

It is the responsibility of the releasing department/customer to submit a QuikFM request to VCU Facilities Management Maintenance Zone to remove all liquids, to include but not limited to, Freon, fluids (oil, gasoline, diesel, hydraulic fluid) and lubricants.

VCU Surplus Administrator: _____ Date: _____

