

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** October 8, 2009
FROM: Marc A. Leonetti, State Controller
SUBJECT: Fixed Assets
CFO 10-04

Effective immediately, equipment relocation requests submitted to the DoIT service desk **must** include an asset tag number. This number is located on the sticker with the barcode that was assigned at acquisition. If a request is submitted without an asset tag number, the move will be denied. If there are questions regarding equipment without a number, please contact Richard DeOrsey RichardD@gw.doa.state.ri.us within Accounts & Control for resolution. To prevent delays, the request should at least include the "From" and "To" locations as well as a description of the equipment.

Please note that in addition to the service desk request, an FA-80 form (Report of Fixed Asset Transfers) is required to be completed and sent to the fixed asset unit within Accounts & Control. This form is located on the Accounts & Control website.