

The Ledger

A Newsletter of the University Controller's Organization

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March is Asset Management Awareness Month (AMAM). To bring awareness to effectively managing assets, the Fixed Assets & Equipment Inventory Services (FAEIS) team created a flyer referencing the NCAA March Madness tournament. Even though the games are canceled, the message behind this creative flyer provides catchy reminders on protecting university assets. Little did the FAEIS team know the real madness March would bring. Take a couple of minutes to review the flyer on page two.

As employees begin to telework from home, please remember a home certification form is necessary for all equipment taken home by faculty and staff. Please contact Jerry Woodyard, jwoodyar@vt.edu, 540-231-8568, Travis Jones, 540-231-3623, trjones@vt.edu or Becky Saylor, saylorb@vt.edu, 540-231-6049.

The link for the home authorization form is below.

https://www.controller.vt.edu/content/dam/controller_vt_edu/forms/fixedassets/Home_authorization.pdf

Stay healthy and safe.

MARCH MADNESS 2020

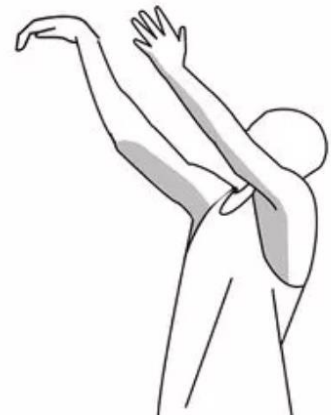


ASSET MANAGEMENT AWARENESS MONTH

To be an Asset Champ you need
[Knowledge](#) and [Training](#)

Know all the plays:

- **Procurement** – Avoid a Technical: select the correct [Account Codes](#)
- **Tagging** – Contact our MVP – Vanessa Law (vrlaw@vt.edu)
- **Inventory** – Make keeping track of your [equipment](#) a slam dunk!
- **Surplus** - Know how to [bench](#) your stuff



COMMUNICATION IS KEY!!

Click the links to learn more
[Virginia Tech Fixed Assets](#)