

Surplus Request

1. Complete the FMD Surplus Property/Move form and submit it to the administrative office (Martha.vanmeter@vcuhealth.org and Roberta.fogg@vcuhealth.org)
2. The administrative office will submit a ticket to FMD Facilities self-serve system
3. When the work order number is provided, administrative staff will send the updated FMD Surplus/Move form to the lab personnel who submitted the request.
4. Surplus staff will come out “Jerry Ware” and will sign off on the form
5. Signed form is submitted to the administrative office via email