Asset (Property) Relief Request Form Entry

Overview

This document details how to:

1. Determining Asset eligibility for this process.
2. Finding an Accountable Officer/Designee for approvals.
3. The Property Relief Request Form explained in detail.
4. Entering a Property Relief Request.
5. Reviewing the status of an existing request, and rejection handling.
6. Optional request by the Accountable Officer/Accountable Officer Designee to add attachments after the Asset Management Review Board Approves.

Abbreviations Defined:

AM - Asset Management
AMS - Asset Management Services (This is interchangeable with Asset Management Office or AM Office)
AO - Accountable Officer
AOD - Accountable Officer Designee
AO/D - Accountable Officer or Accountable Officer Designee
CANN - Cannibalization
CF - Chart-Field, (CFs for plural)
DEPTID - Department ID
DON - Donation
DSR - Department of Sponsored Research
FUND - Fund Code
NBV - Net Book Value
OPDP - Operating Unit and Department ID Combination. Used for search for AO/D
OTR - Other
OU - Operating Unit
PRR - Property Relief Request
RTS - Returned To Sponsor
SAL - Salvage
STOL - Stolen
SUR - Surplus
TRIN - Trade-In

TRNISA - Transfer In-State Agency
TRNOSA - Transfer Out of State Agency
TRNOTRUNI - Transfer to Other In-State University
TRNSRFND - Transfer to Research Foundation
TRNUSFFND - Transfer to USF Foundation
UCO - UniversityController' Office
UNLOC - Un-located
VEHIBID - Vehicle Bid

This documentis not intended to replace the Property Manual located on the Asset Management website https://www.usf.edu/business-finance/controller/accounting-reporting/untitled.aspx This document is ONLY for the instruction of entering Property Relief Requests.

Before a department may request disposal of an asset they must firs t advertise it on the USF Property Listserv for a minimum of 3 working days to see if another department needs/wants the asset. Once the advertisement is finished and there are no takers for the asset the department may then proceed with requesting approval for disposal. PDF copies of these three emails sentto the property@listserv.usf.edu must be attached to the request before submission of the request. Unlocated, Stolen, Trade-In and those which are involuntary transfers from the University to another entity by requirement of Grant Sponsor, Federal or State Government are not required to advertise the asset on the listserv. Failure to advertise and attach copies to the request will delay processing and the request will be returned to the department to take action. The department must submit and obtain approval BEFORE disposal/removal of the asset. Disposing/removing of an asset before approval is a violation of USF policy.

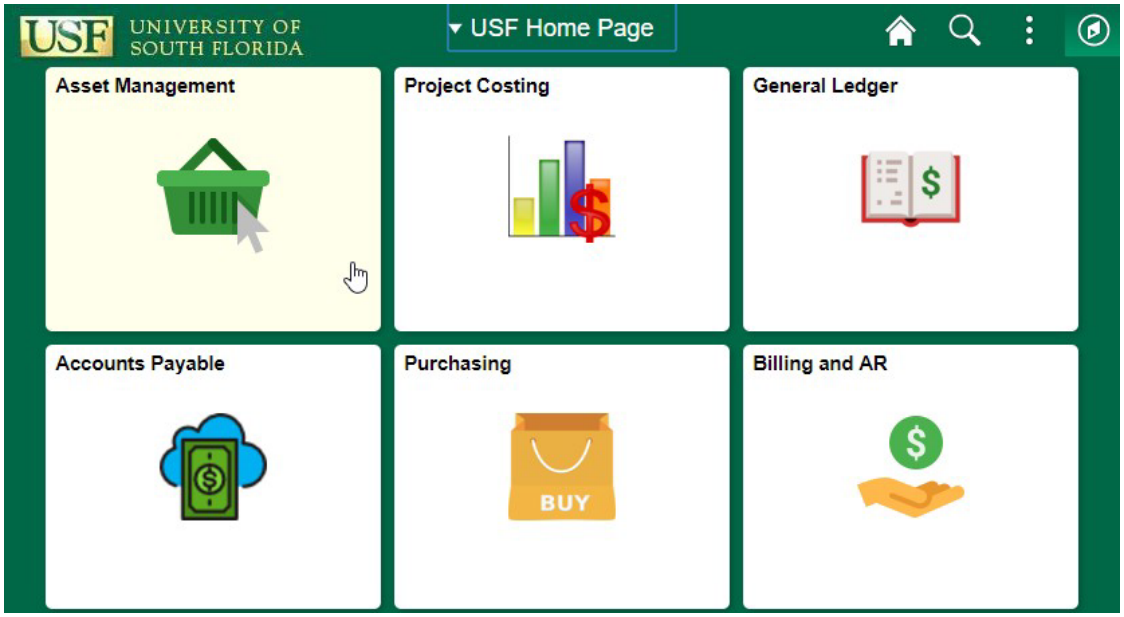
The first section discusses determining the eligibility of the Asset for the electronic form process and locating an AO/D to approve the form.

All attachments should be separate. Each attachment should have a file name descriptive of what is in the attachment. For example, a Certificate of Disposal would have the words CertOfDisposal. You may add the Tag Number if you want to help with tracking. If it's a letter of acceptance LTROFACCEPTANCE works.

All attachments must be in PDF format.

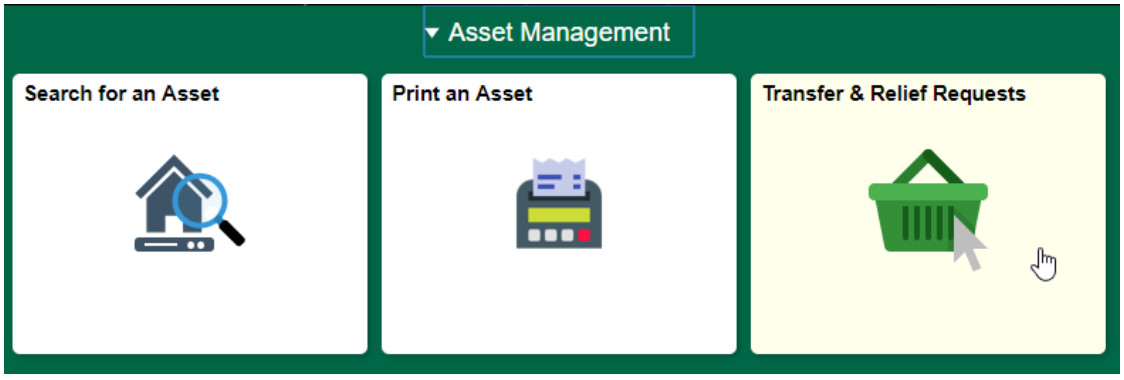
The email address asset-help@usf.edu has been set up for you to use to request assistance. Please be as detailed as possible when submitting an inquiry to the help address.

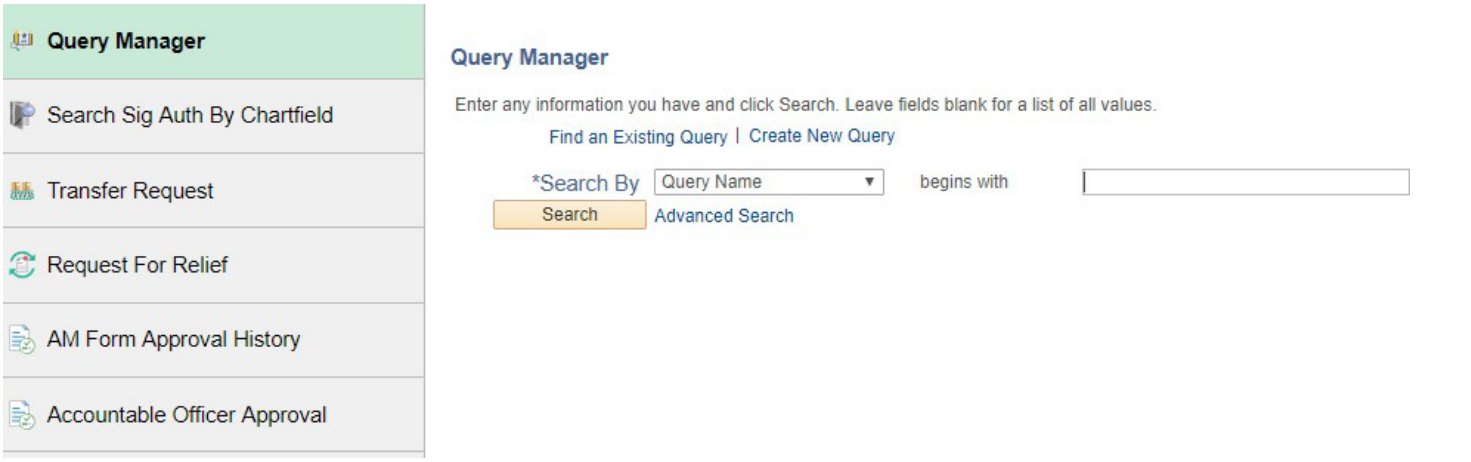
Asset Eligibility and Determining Accountable Officers and Accountable Officer Designees



Before entering the form, you should validate the asset is first eligible for the electronic relief request form. You also need to validate the CF information and use this to obtain a valid listing of AO/D for the OPDP CF combination.

From the USF Home Page click on the Asset Management tile
Then Click on Transfer & Relief Requests





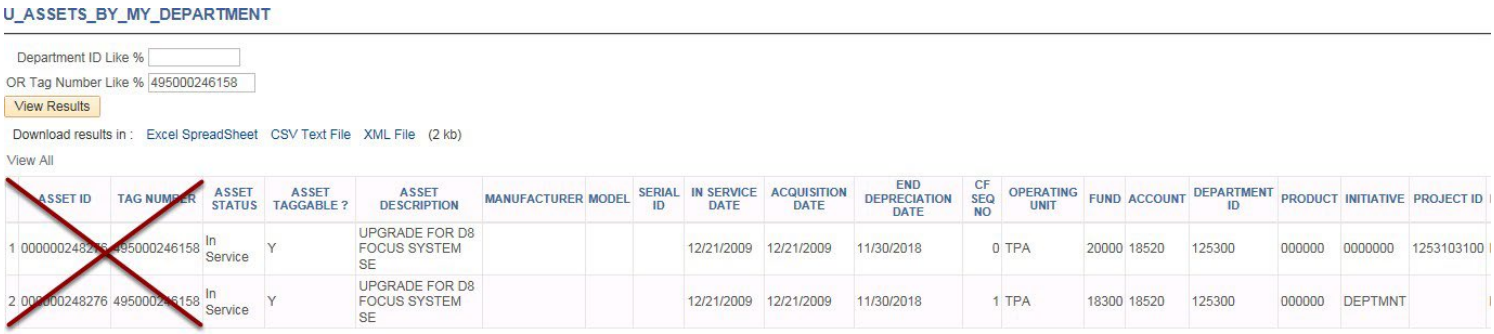
You will automatically land on the Query Manager screen

Search for the public query named "U_ASSETS_BY_MY_DEPARTMENT"

Click on HTML in the Run to HTML

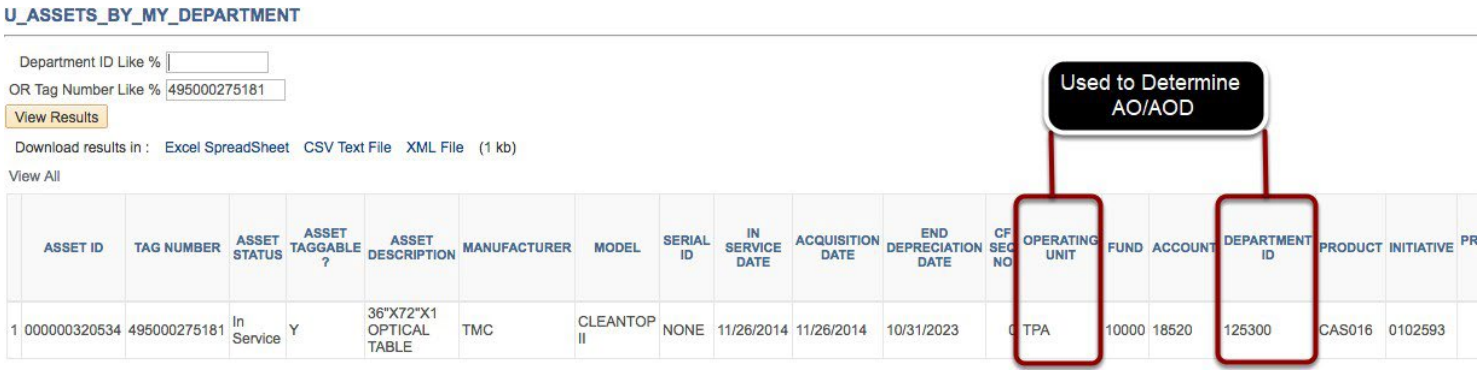
In the screen presented to you enter the Tag Number from the Asset and click View Results.

*NOTE - Not all fields are displayed in the images for the query. This is done because the images are too wide for the document. Those shown are pertinent for completion of a relief request.



This first example, is for an asset which is NOT eligible for this process. These assets should be few in number and are most likely a research related asset. Assets which have more than 1 row of results are ineligible for this process. For these types of assets, you MUST contact the AM Office at asset-help@usf.edu to request a one-time use form. You will be provided with a unique numbered paper form to request relief for a split funded Asset. Each distinct CF requires a separate form for relief.

Departments are encouraged to request asset consolidation from multiple CFs to a single CF. This helps out everyone involved in the process from the department to central AM to reporting.

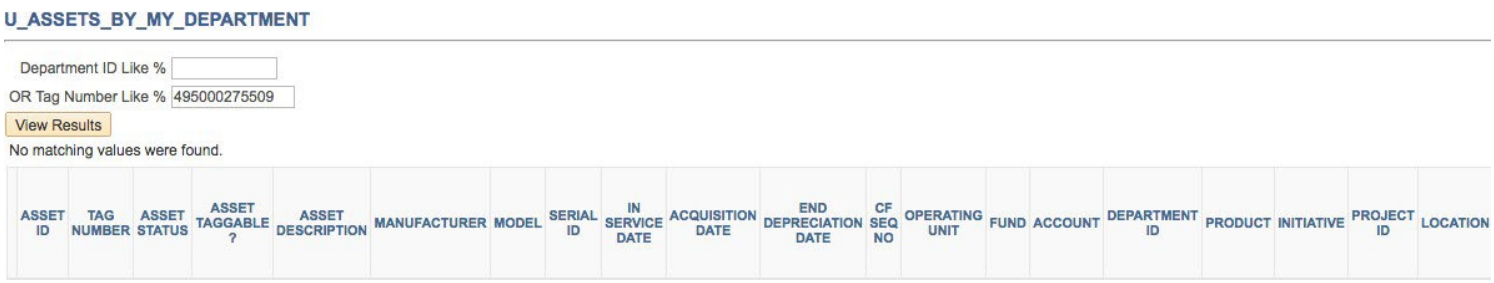


Below are the results for an asset which IS eligible for use with this process.

First notice there is only 1 row of results.
Second take note of the Operating Unit and Department ID. This is the OPDP used for searching or the AO/D who will approve the relief request.

Remember you can always search using a wild card to limit the amount of data entry needed to run the query. Simply enter the last 6 digits of the tag number preceded by a percent (%) sign and click View Results. This will also provide you with results for this asset.

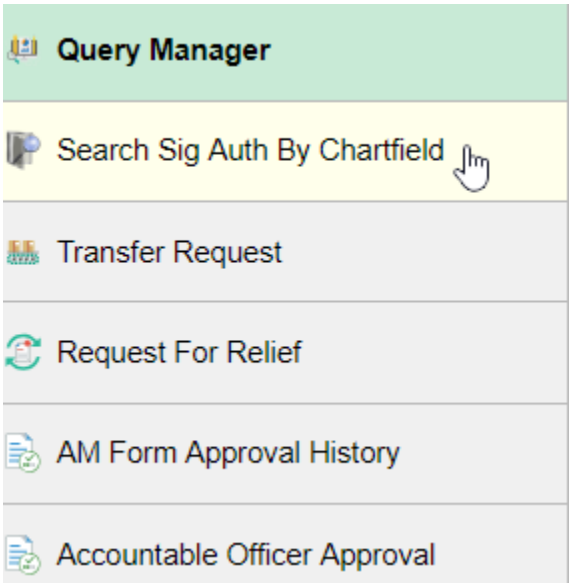
Validate you have the correct asset information. Validate the asset description matches what you are going to request approval for disposal. If there is a difference, check the tag number entered. If there are still issues please contact the AM Office.



Should you run the query and receive no results the asset may no longer be tracked due to a capitalization threshold change.

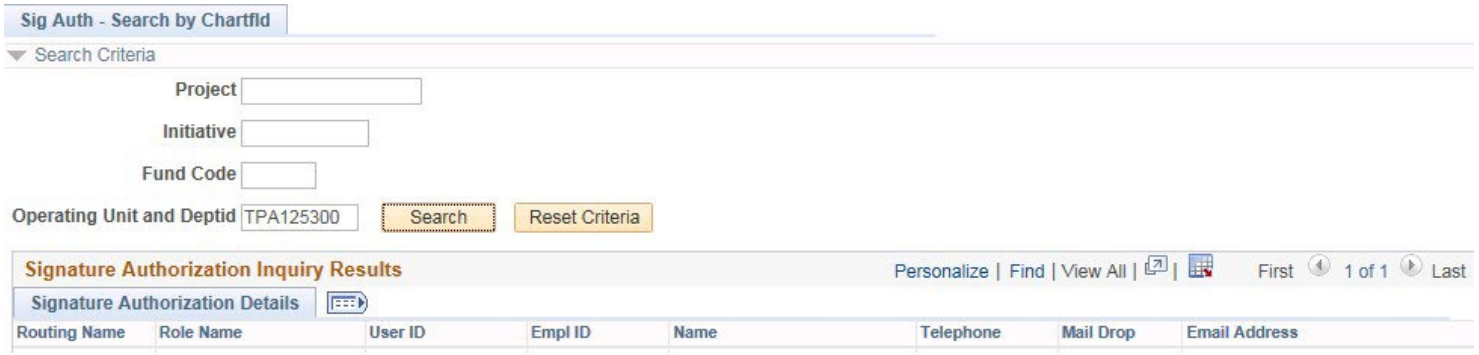
Also, check to ensure you entered the correct tag number.

If you believe these results are in error and the asset should be in the system please contact the Asset Manager to inquire in regards to the tag number.



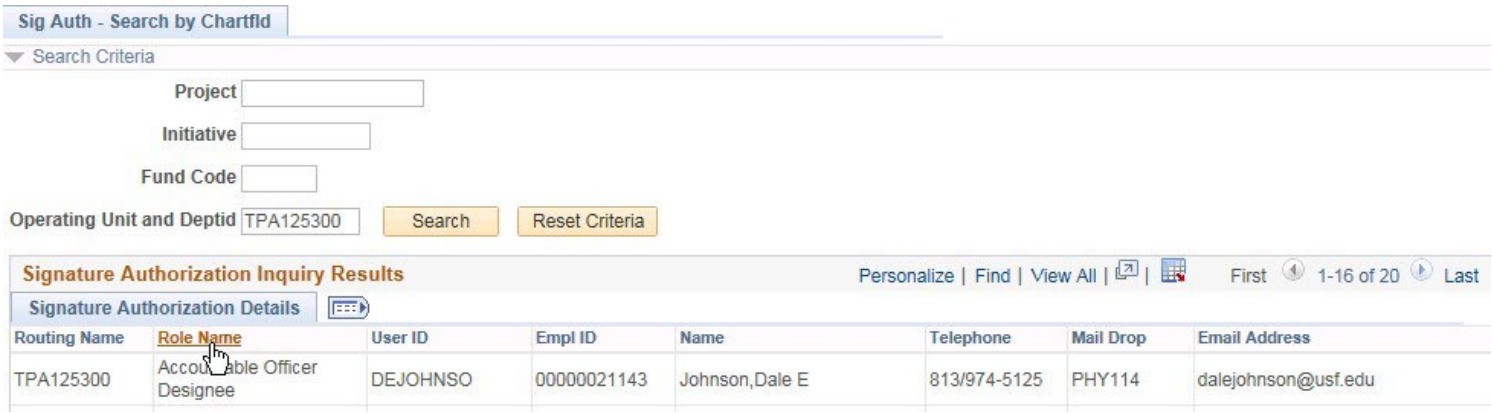
Next, click on the Search Sig Auth By Chartfield

Searching for the AO/D

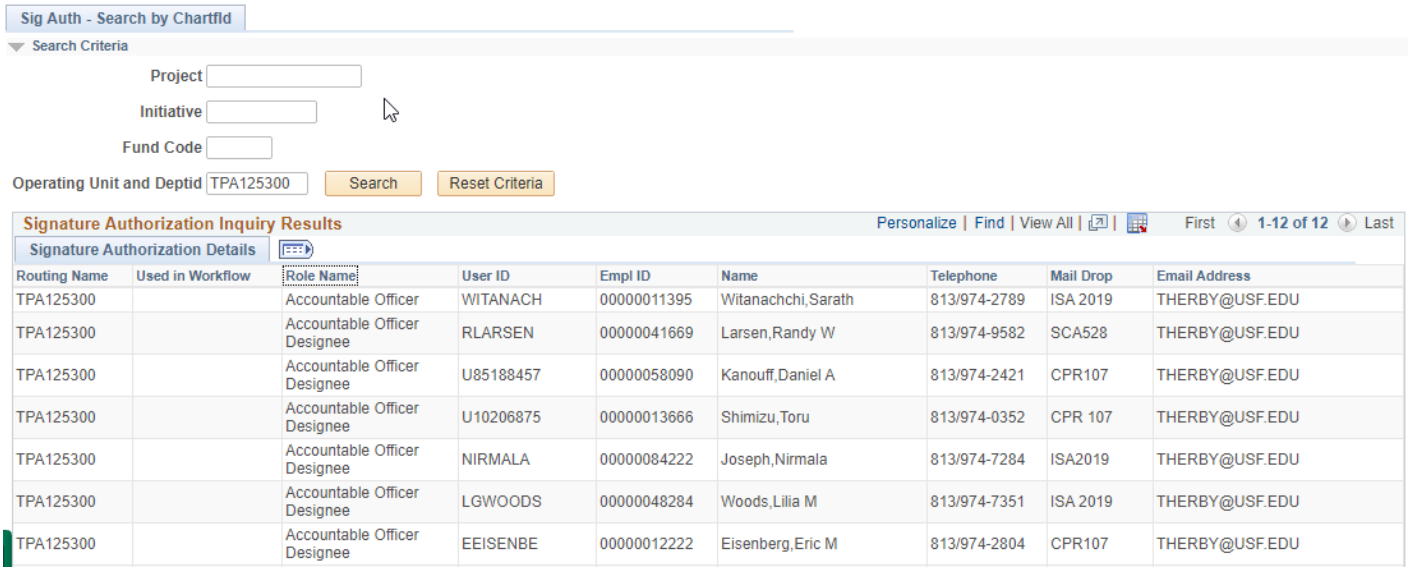


Next enter the OPDP values from the query res ults into the field Operating Unit and Deptid

Click Search

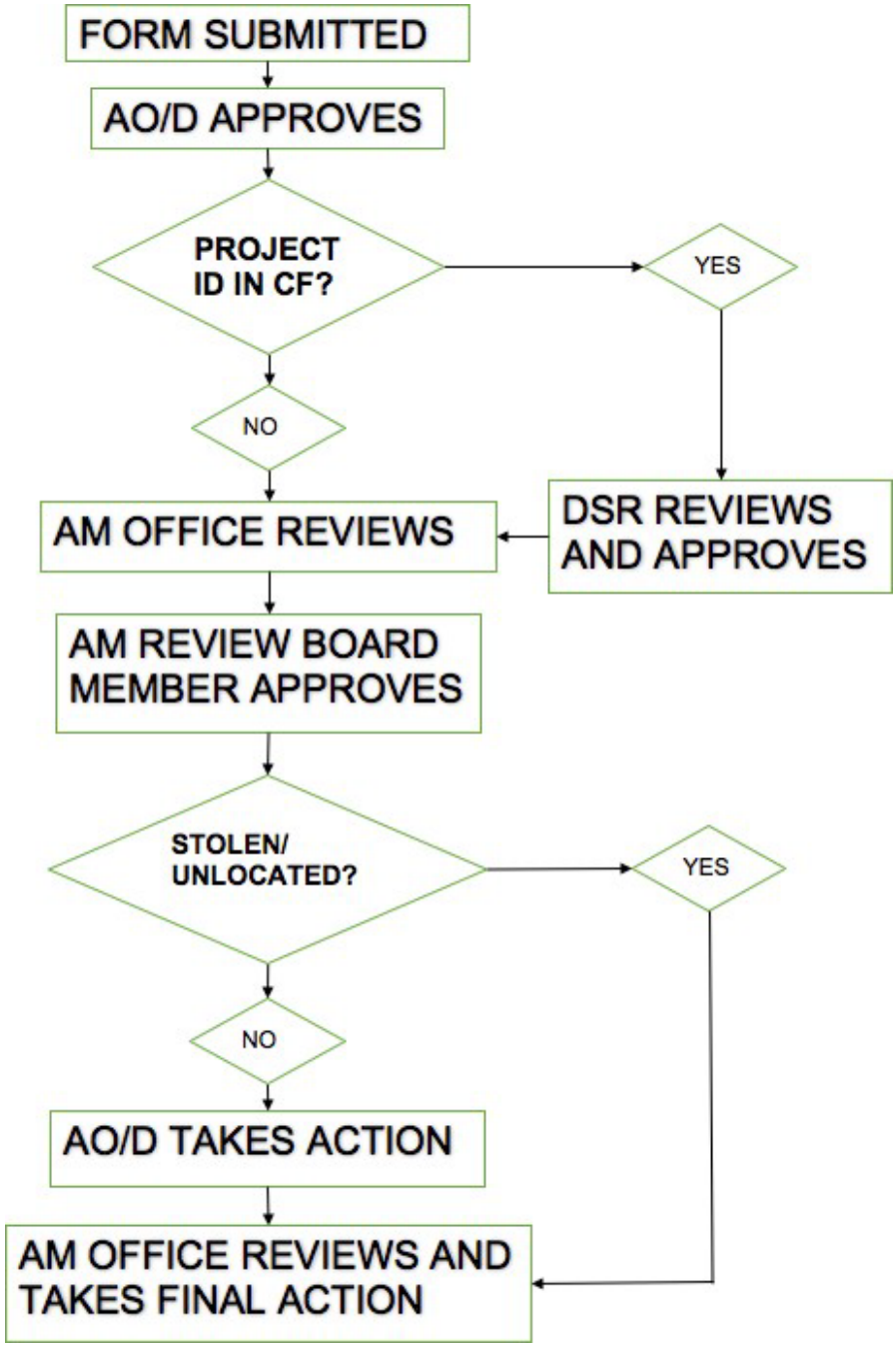


A listing of eligible types of signature authorizations should appear. Click on the Role Name header to sort by Role Name.



The results provide those individuals who are eligible to approve the request. Validate the individual for whom you will be entering on the request as the AO/D exists in the listing. If they do not appear they will not be able to approve this relief and an alternate will need to be chosen from the list. Only Accountable Officers and Accountable Officer Designees are eligible for approval of these requests.

Approvals Diagram



This flow chart illustrates the approvals process for Property Relief Requests. Please note the differences depending on certain aspects of the type of request or asset information. For those assets which have a project ID in its CF String the Department of Sponsored Research must

approve the request. For Un-Located or Stolen requests the AO/D needs not take further action on the request once the AM Review Board has approved the request. All other requests have actions to be taken by the AO/D after the AM Review Board approves the request.

Forms Requirements

All attachments MUST be in PDF format. Do NOT use the save as or convert to PDF but instead use the Print Adobe PDF Option from the Print Menu or scan to PDF from a copier/scanner. Listserv Advertisements MUST be a copy of the sent email to the Listserv. Do NOT use the online version. You must include the Tag Number for the Asset in the advertisement. You may attach as one combined file or 3 separate files.

	ENTRY				2nd AO/D approval after approval from AM Review Board			
Type of Request	Listserv Advertisement Required	Attachments Required	Qty Of Attachments Required	Field Entry Required	Attachments Required	Qty of Attachments Required	Field Entry Required	Need Witness of Disposal/Removal
Salvage Surplus	Yes	Yes, Listserv Advertisement	1*	No	Yes, Certificate of Disposal	1	Yes	Yes
Cannibalization	No	Statement of Cannibalization	1*	No	Yes, Certificate of Disposal	1	Yes	Yes
Un-Located	No	Yes, Supplemental	1	No	N/A	N/A	N/A	No
Stolen	No	Yes, Supplemental Form and Police Report	2	No	N/A	N/A	N/A	No
Trade-In	No	YES if a foundation PO/REQ is used and not a USF FAST PO/REQ	1	Yes, REQ or PO must be entered. FAST! PO/REQ must state Trade-in on it	Yes, Documentation of Equipment Removal	1	No	Yes
E-Bid	Yes	Yes, Listserv Advertisement	1	No	Yes, Documentation of Equipment Removal and E-Bid Documentation	2	Yes, Must Enter E-Bid Number in field provided	Yes
Vehicle Bid	Yes	Yes, Listserv Advertisement	1	Yes, Make, Year and VIN are required, Odometer reading is optional	Yes, Proof of Sale and any other documentation	1	Yes, Must Enter Vehicle Bid Number in field provided	Yes
Donation	Yes	Yes, Listserv Advertisement AND Letter of Intent to Donate and Certificate/Proof of Non-Profit Status	3	No	Yes, Must attach Letter of acceptance	1	No	Yes
Other	Yes**	Yes, Listserv Advertisement AND Letter of Intent to Transfer or Return	2	No	Yes, Letter of acceptance	1	No	Yes

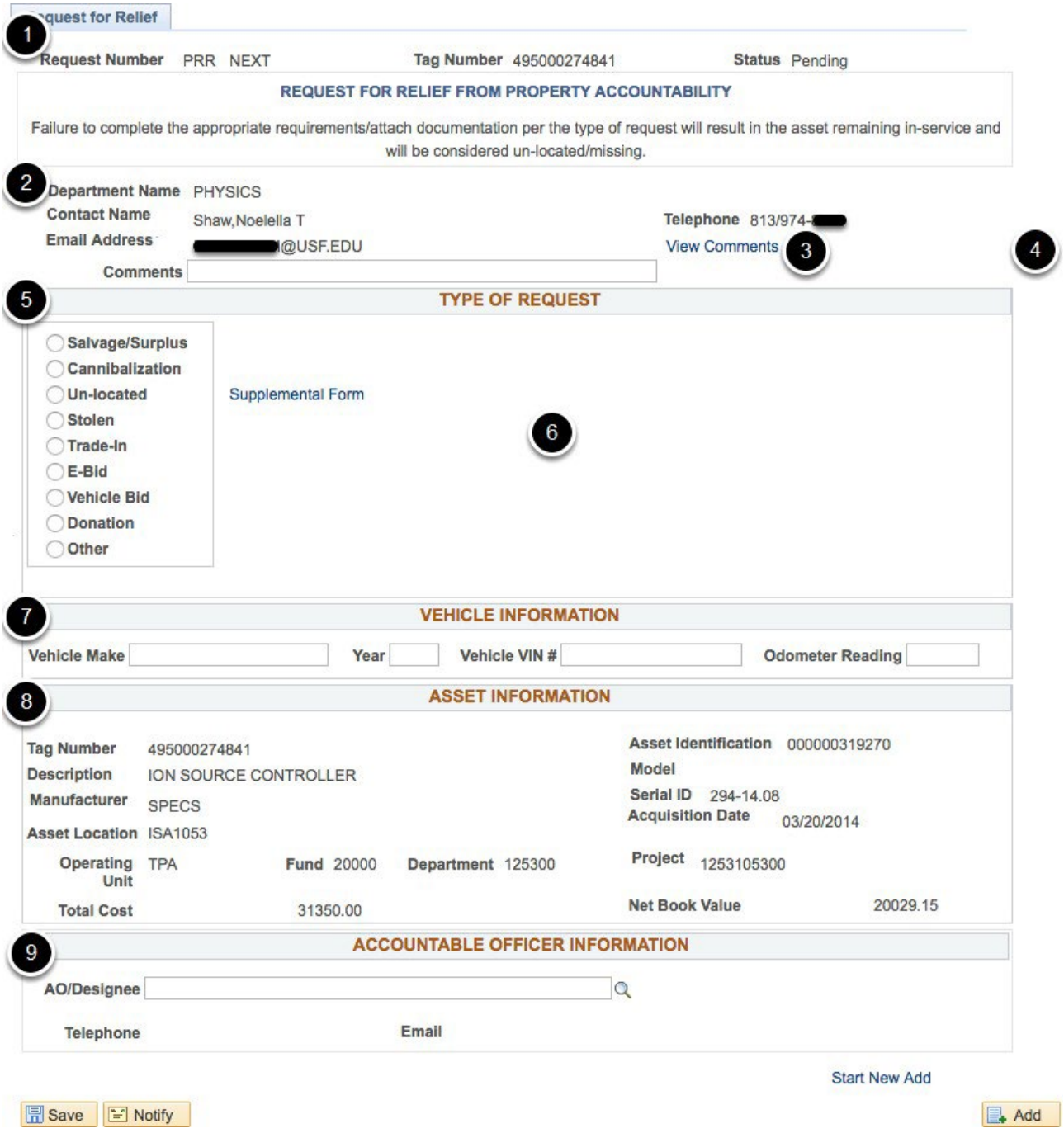
*Assets with a Net Book Value greater than $1,000 requires an additional statement of why repairs are not being performed or other reasoning behind the request.
**Assets transferred out because of Grant Sponsor, Federal Government or State Government requirement do not require advertisement - Must attach proof of requirement.

This table is to provide a quick reference to what actions are needed for each type of request. Some require attachments and some require values entered in fields. ALL except for Un-Located and Stolen requests have actions to be taken by the AO/D after the AM Review Board Approves. Failure to complete the final actions means the asset remains in service and if the asset cannot be inventoried will be placed on the department's missing asset listing.

All attachments should be separate attachments and MUST be in PDF format. Do NOT use the save as or convert to PDF options for creating a PDF. You should use the Print Adobe PDF option from the print menu or scan as a PDF from a scanner/copier. You should not combine different attachments together. For example, if you have a completed Supplemental Form and a Police report, attach each separately. The system requires this and it helps for review for required documentation. If you were to attach the two together in the same document the system will advise you that you are missing an attachment.

Each type of form provides some of the information to help assist the end user during form entry and the approvals process.

Relief Request Form Explained



The PRR form is composed of multiple sections. There are very few things which must be populated in the form for the form to begin its process of approvals. Unlike the paper form the electronic form automatically populates the CFs for you as well as Net Book Value information.

The next few pages show in detail what is needed to complete each type of request.

1.
Request Number - PRR - This signifies it is a Property Relief Request **NEXT -** This will be replaced with a unique sequentially assigned number when the form is saved.
Tag Number - This is the Tag Number entered on the Add Tab and is the Tag Number the department is requesting relief from.
Status - This is the status of the form. The statuses for the PR R forms are:
Pending - This form is in a non-submitted status. It is either in process before being saved, saved but not submitted, or rejected before the AM Board Approval.
Submitted - This form has been submitted to the AO/D selected on the form for approval.
AO Approval Completed - The AO/D selected on the form has approved the request after submission. It will either now go to the AM Office for review or to the Department of Sponsored Research For approvals if the asset has a project id.
Grant - Research Approved - This status states the form has been approved by DSR. The form is now routed to the AM Office for review before being sent to the AM Review Board for approval.
AM Staff Reviewed - This status indicates the AM office has reviewed the form and any information provided and has now forwarded it to the AM Review Board Member for the area the asset belongs to.
AM Review Board Approved - The request has been approved by the board. The request is now in the AO/D's queue to finish the disposal process and update accordingly.
Receiving AO Approved - The AO/D has taken the actions necessary after the approval from the board and has approved for final processing by the AM Office.
Final Approved - The request is finalized. This means the AM Office has taken action to retire the asset in the system. This will show in U_ASSETS_BY_MY_DEPARTMENT query after the month closes.

2. This section provides the information related to the department and the contact information for the submitter.

3. The View Comments link will take you to a page to view any comments in regards to the form. This link does not work until the form is saved and a number has replaced the world NEXT in the request number field. The View Comments link takes you to the AM Approvals History page which provides a listing of all the approvals for the form. The AM Approvals History page is a good page to use for seeing where your request is at in the approvals process.

4. When the form is *saved* a link appears to the left of the number 4. The link is to attach documentation to the request. This link only appears once the form is saved and a number is

assigned to the form.

5. The Type of Request section is where you will inform the central staff and the AM Review Board WHY the department is requesting disposal of the asset. Each section is detailed in greater detail after this section.

6. This area changes depending on the selection of radio buttons to the left. This area may provide additional fields and/or requirements for completing the request.

7. Vehicle Information - For Vehicle Bids Vehicle Make, Year, and VIN are required, the Odometer Reading is optional. If disposing of a vehicle through other types of request this information isn't required, however you should still enter it.

8. This section contains the current asset information. The Net Book Value is valid as ofthe last day of the previous month the form was created. These values remain static for the life of the request.

9. This section contains the information of the AO/D selected to approve the request.

The next pages describe the various types of requests and the requirements in greater detail. For Salvage/Surplus, Cannibalization, Un-Located, and Stolen are discussed together because their requirements are similar however they do have some minor differences. All others are discussed in their own section below. The table earlier in this document is a quick guide representative of the below.

All requests excluding Unlocated, Stolen, Trade-In, and Transfers to other entities as required by Grant Sponsor, Federal Government, or State Government are required to attach in PDF format copies of the three days of advertisement on the Property Listserv.

All requests excluding Unlocated and Stolen require the AO/D to enter in the Asset Comments field the USF Employee who witnessed the disposal or removal of the asset.

If a Salvage/Surplus or Cannibalization request asset has a Net Book Value of $1,000 or greater, a detailed explanation of why the department is request disposal must be attached.

Salvage/Surplus and Cannibalization

Salvage/Surplus and Cannibalization requests both have the same requirements.

1. Select the type you need:

Salvage/Surplus: for use when having a certified vendor remove the assets.

Cannibalization: is for when you intend to "part out" the asset to use the parts in another asset to keep the other asset going. For example, you have two X1000 Microscopes. One has a broken Coarse Focus knob but all the other parts work. The other microscope has a broken Revolving nose piece. Separately you have two broken microscopes, you are going to take the Course Focus Knob from the microscope with the broken Revolving nose piece and use it on the other. Once completed you have one fully functioning microscope and the other is now much worse off than before. Preferably BEFORE you do this cannibalization, you submit a request for approval to cannibalize the one asset.

2. Select the reason for the request: This is the same for both. Choices are:

Damaged - The asset is damaged and is no longer functioning. **Obsolete -** The asset is obsolete and no longer usable because of such. **Excess -** The asset is an extra unneeded asset.
Outdated Technology - The technology is outdated and no longer usable

Salvage/Surplus – Listserv Advertisements must be attached.
Cannibalization – A letter from the department stating their intent to cannibalize the asset. Please also include the asset(s) which will receive parts from the asset being cannibalized.

3. Once the AM review board approves the request the department may then dispose of or cannibalize the asset.

Salvage/Surplus – A certificate of Disposal must be attached by the AO/D. This cert obtained from the approved vendor who takes away the asset.
Cannibalization – A letter from the department stating the cannibalization has occurred.

4. The AO/D approves the form to return to the AM Office so the request may be finalized.

Un-Located and Stolen

1. Select the Type you need:

Un-located - The department has exhausted all attempts to locate the asset and the asset is un-located.
Stolen - The asset is known to be stolen. The department also has a police report in regards to the stolen asset.

2. Download a Supplemental Form, complete the form and when the attachments link is available

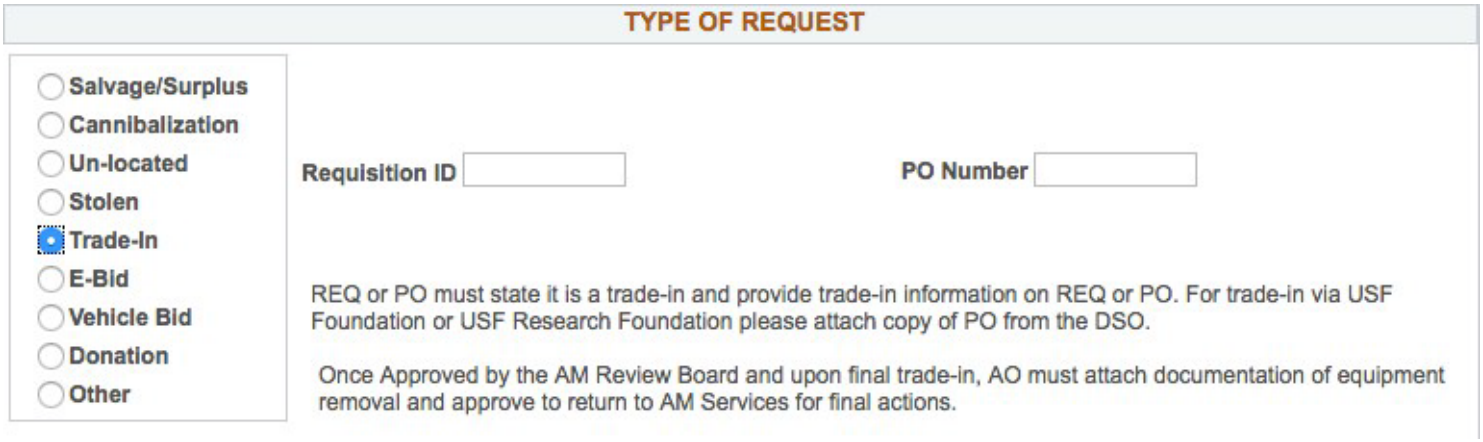
you will be able to attach the form.

3. After adding the AO/D, the form has been saved, and a number assigned to the form, the attachments link appears.

Un-located - Attach a completed Supplemental Form
Stolen - Attach a completed Supplemental Form AND in a SEPARATE attachment attach a copy of the police report.

4. This request, unlike all the others, does not require additional actions by the AO/D after the approval of the AM Review Board.

Trade-In



1. Select the Trade-In Radio Button.

2. For a trade in a Requisition or a Purchase Number needs to be provided. If this trade in is being conducted through a Foundation or Research Foundation REQ or PO that number must be provided as well as a copy of it.
For a USF PO, the PO must state Trade in on the PO. If this is in a field only viewable and printable by individuals in your department you must attach a copy of the USF PO to the request. The central AM staff cannot see some comments on POs which are protected.

3. Once the form is approved by the AM Review Board and the AO/D receives the request back. The AO/D is required to attach documentation of equipment removal before re-approving to send to the AM Staff for final actions to be taken.

4. The AO/D approves the form to return to the AM Office so the request may be finalized.

E-Bid

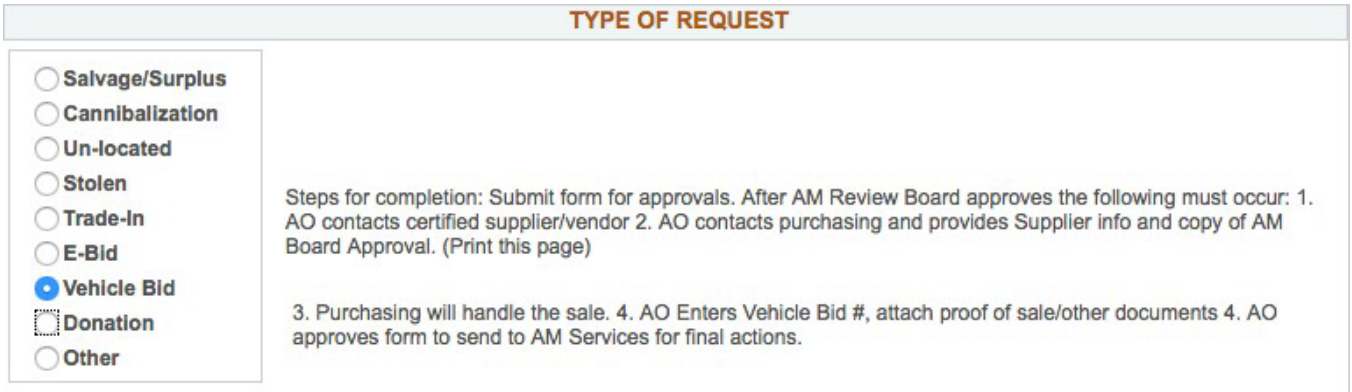
1. Select the Radio Button for E-Bid

2. There are no attachments or any items to complete upon submission.

3. Once the AM Review Board approves, the AO/D will then be required to complete the E-Bid. When all is complete, the AO/D enters in the Field provided on the form the E-Bid Number. The AO/D will also attach documentation of asset removal as well as the E-Bid Documentation.

4. The AO/D approves the form to return to the AM Office so the request may be finalized.

Vehicle Bid



1. Select the Radio Button for Vehicle Bid

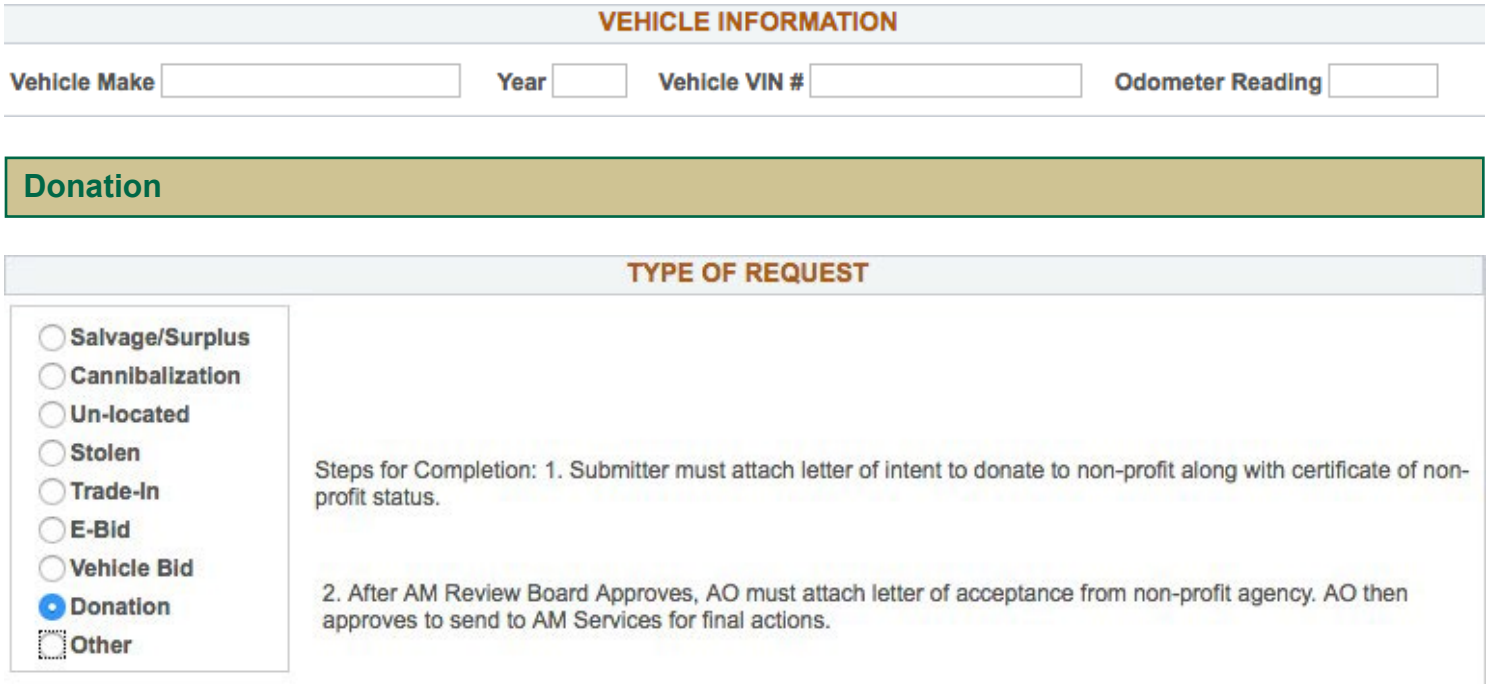
2. Vehicle Make, Year, Vehicle VIN # are all required before saving and submission. Odometer

Reading is not required but is requested.

3. Upon approval by the AM Review Board the AO/D will

A. Print a copy of the form where it states AM Review Board Approves.
B. Contact Certified Supplier/Vendor
C. Contacts Purchasing and provides the Supplier Information and copy of AM Board Approval.
D. Purchasing will handle the sale.
E. Once received, the AO enters the Vehicle Bid # and attaches proof of sale/other documentations.

4. Once the above is finished the AO will then approve the form to return to the AM Staff so they may take final actions on the request.



1. Select the Radio Button for Donation

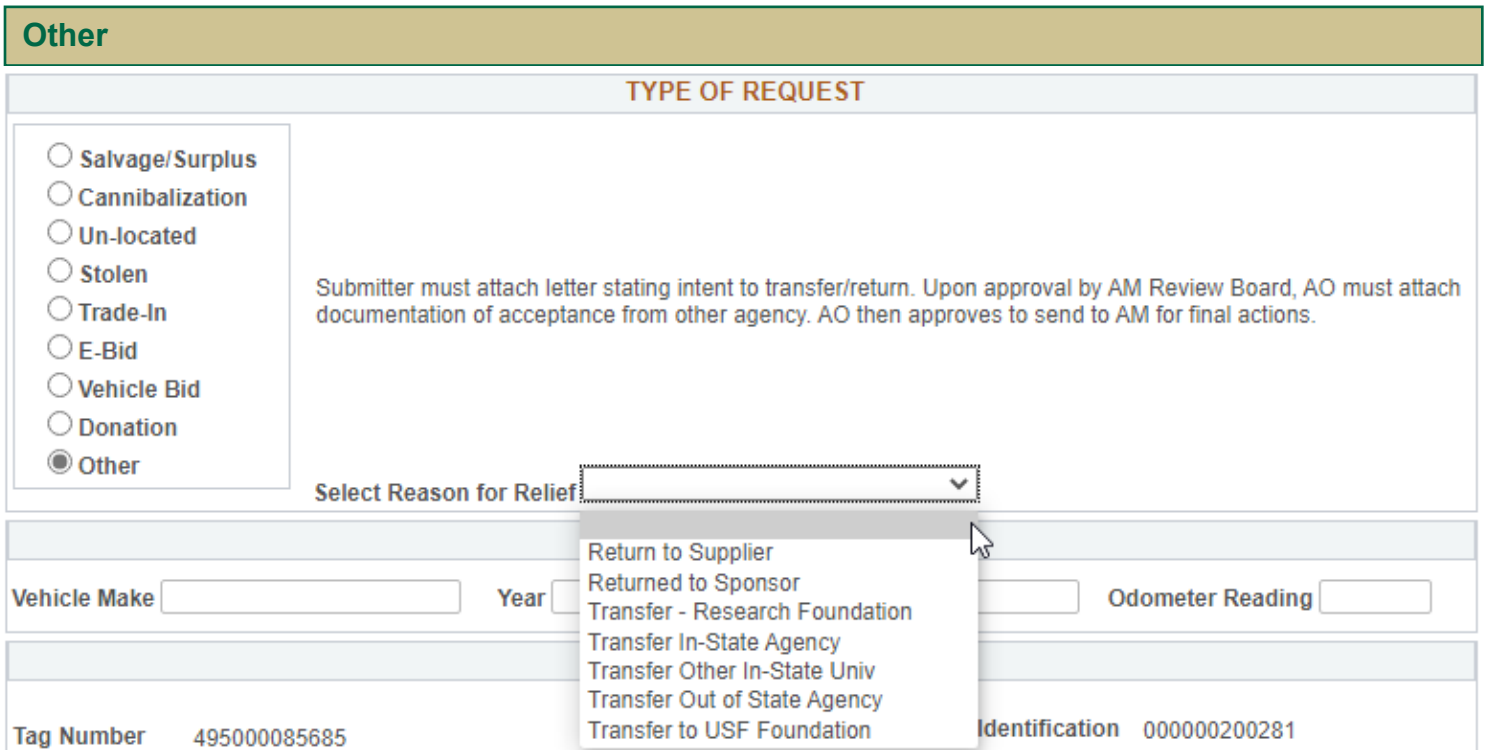
2. Once the AO/D is assigned and the form has been saved so a number is assigned to the form, before submission the following must be attached:

A. Letter of Intent to Donate the asset to a Non-Profit entity. This letter is signed by the AO for the department.

B. Certificate of Non-Profit Status. (a 501-C or 503)

3. Once the AO/D receives the request back after the AM Review Board approves the AO/D must attach a letter of acceptance from the receiving agency stating they accept the asset.

4. The AO/D approves the form to return to the AM Office so the request may be finalized.



1. Select the Radio Button for Other.

2. From the Drop-down menu select one of the following:

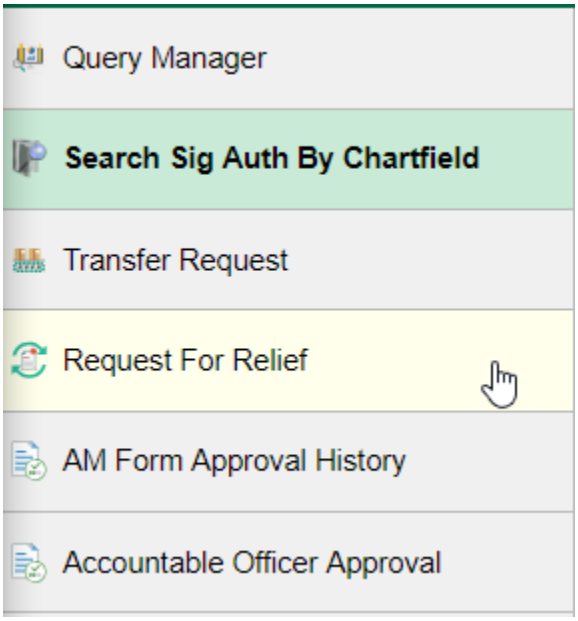
Returned to Supplier – The asset is being returned to the supplier and an RMA has been received.
Returned to Sponsor - The asset is being returned to the sponsor of the project after the project has ended and per the requirements of the project.
Transfer - Research Foundation - The asset is being transferred to the Research Foundation.
Transfer In-State Agency - The asset is being transferred to a State Of Florida Agency. (For a State University use the next option).
Transfer Other In-State Univ - The asset is being transferred to another State of Florida University or 4-year College.
Transfer Out of State Agency - The asset is being transferred to a PUBLIC agency in another state or another state University or College.

Transfer to USF Foundation - The asset is being transferred to the USF Foundation.

3. Once the AO/D has been assigned in the AO/D field, the form has been saved, and a number generated for the form. You MUST attach a Letter of Intent to Transfer stating the intention of transferring to the other agency. This letter must be signed by the AO for the department.

4. Upon approval of the AM Review Board and transfer to the other entity a letter of receipt must be attached to the request before the AO/D approves the request for final action.

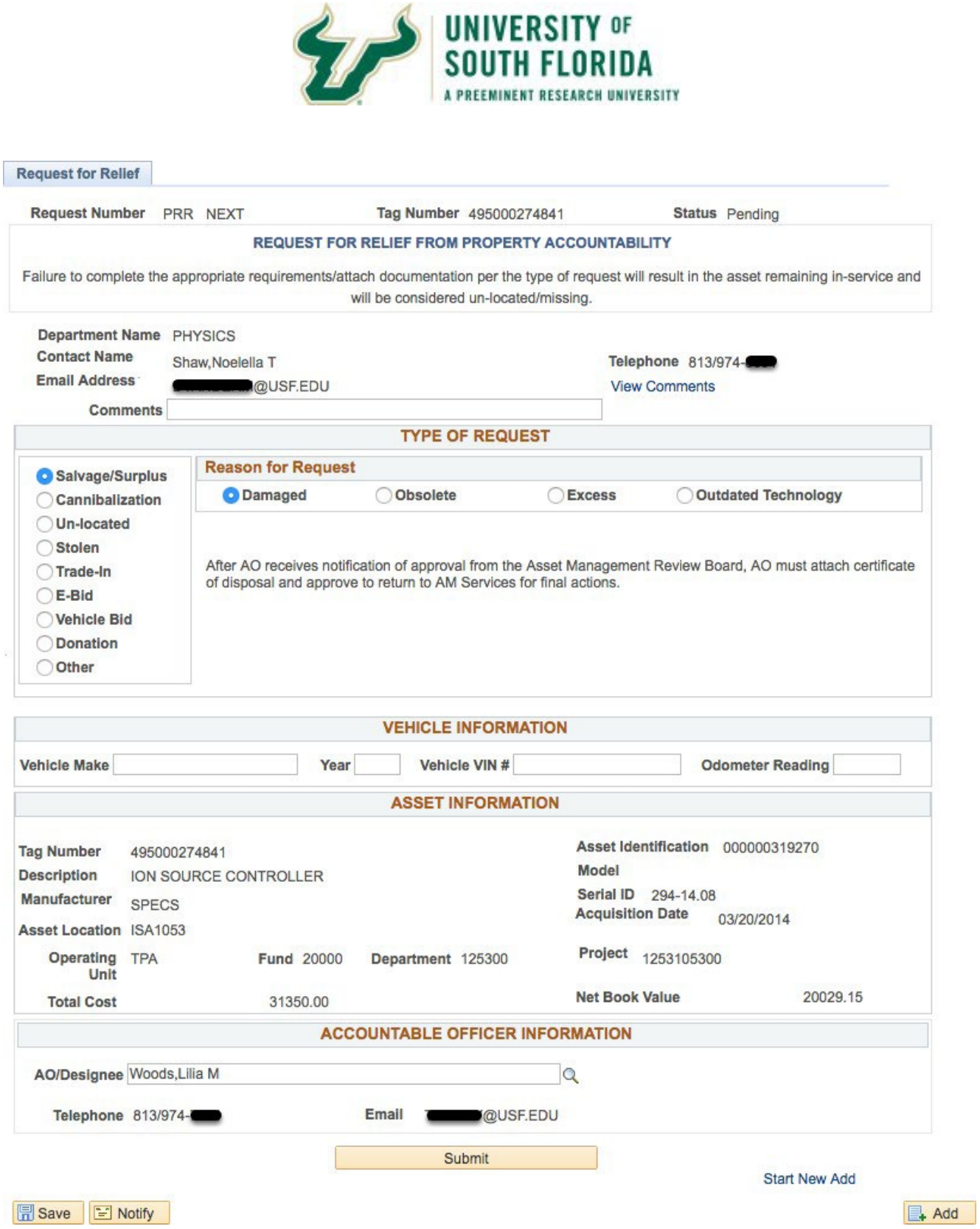
Entry of a request



Click the Request For Relief option in the Nav Collection on the left.

On the Add a New Value tab enter the Tag Number for the Asset you wish to request relief for. If you are returning here to review/update an existing request click the Find an Existing Value tab to search for the existing request.

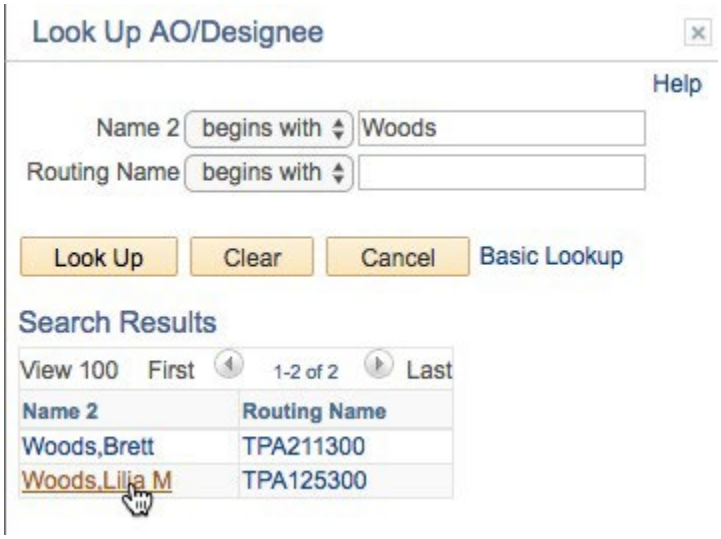
Then Click the Add Button



Then when in the form select the radio button for the type of request you are submitting.

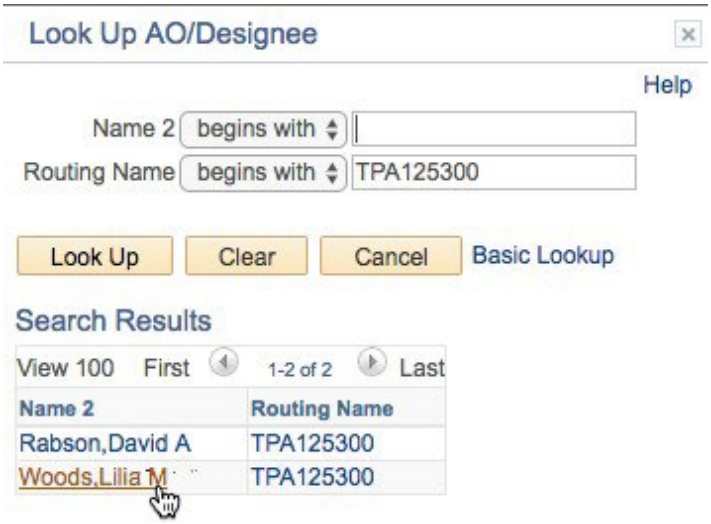
If this is a Vehicle don't forget to enter the information in the Vehicle Information fields.

Next at the bottom enter the AO/D for the OPDP of the CF for the Asset. Use the look up icon next to the AO/D field to look up the AO/D.

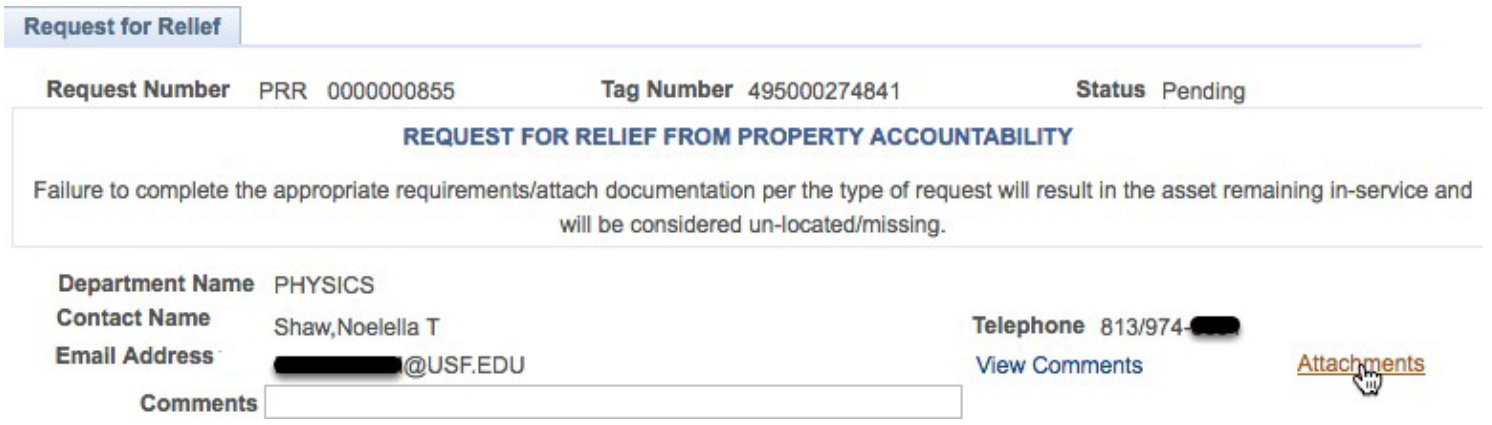


When looking up the AO/D you may search two different ways.

First by the name of the AO/D who will be approving this request.

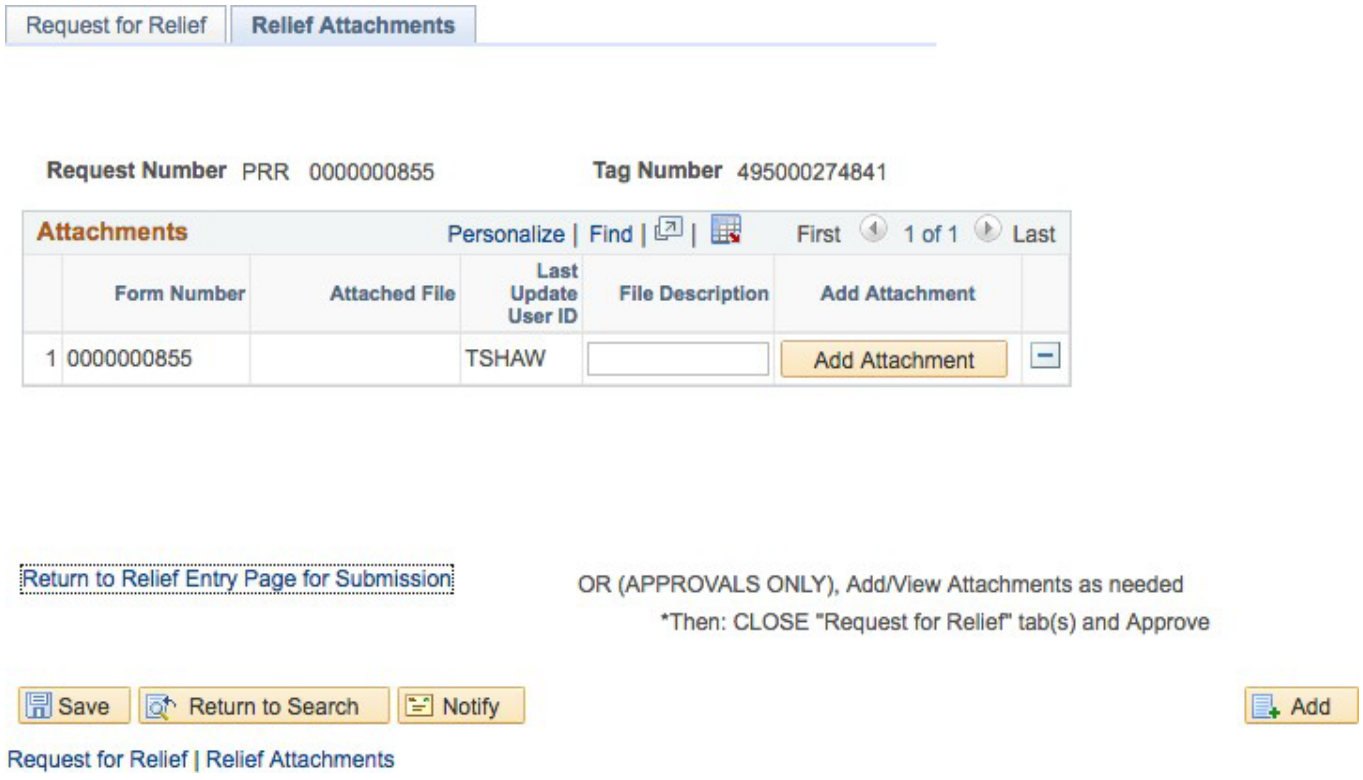


The second is using the OPDP/Routing Name to search for the AO/D. This may be the better option should the pers on you need to have as the AO/D has many OPDP/Routing Name to their Name.



Once you have finished entering the AO/D, click the SAVE Button. A number will be assigned and the Attachments Link appears.

Clicking on this link takes you to a different page to add attachments if needed.

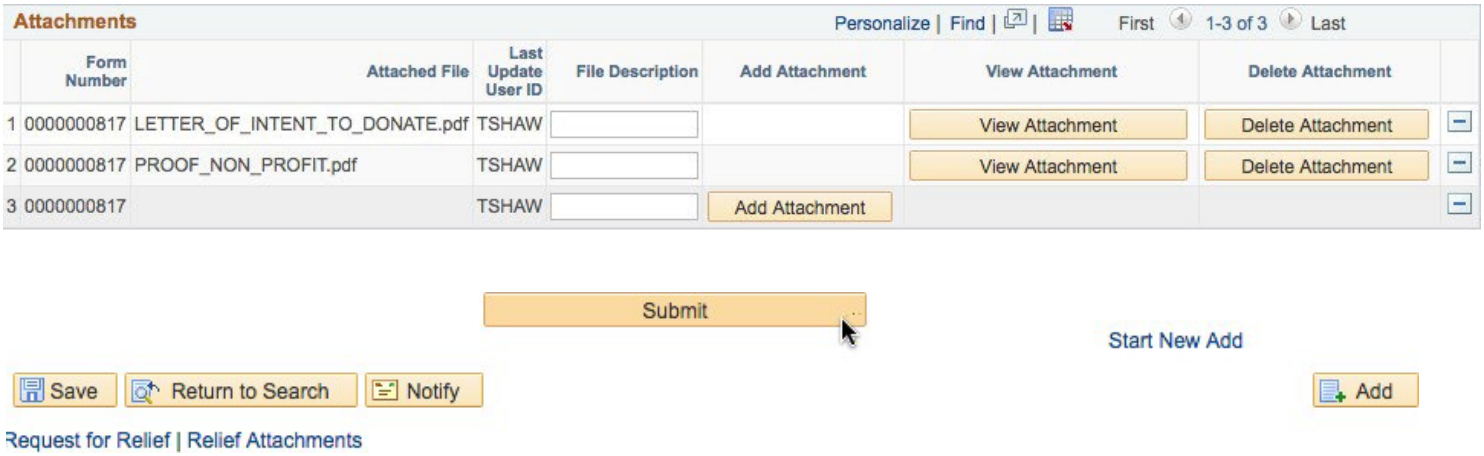


On the Attachments page click the Add Attachment Button.
Navigate to where the file you wish to attach is located and follow the on-screen prompts to attach the file.

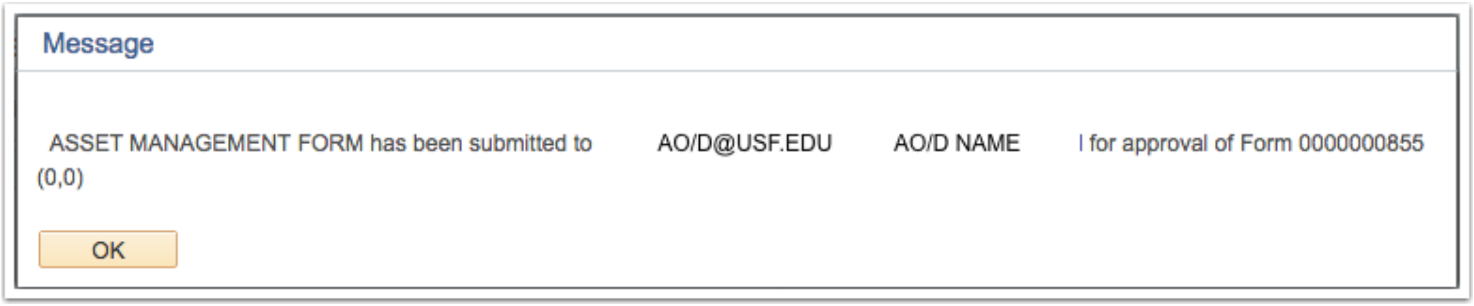
Once the attachment has fully attached itself the page should refresh and send you back to the Request for Relief Page. If you need to add additional attachments click on the Attachments link again on the page.

Remember to name you attachments with names which help to identify what the attachment is. Also, keep different types of attachments separate from each other. If you have a Letter of Intent to Donate and a Certificate of Non-Profit Status to attach, attach them separately. If not, the system will not allow you to proceed forward.

Click the Plus sign then add attachment using the Add Attachment button. Repeat until all the attachments are attached you need to attach.

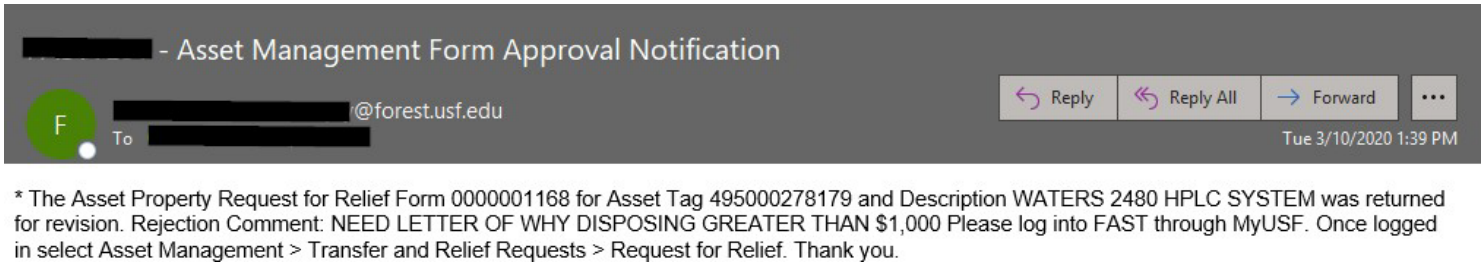


Once everything is completed with the form. Click the Submit Button.



You will receive a message stating the form has been forwarded to the Approver and an E-mail will be sent to the approver they have a newform to approve.

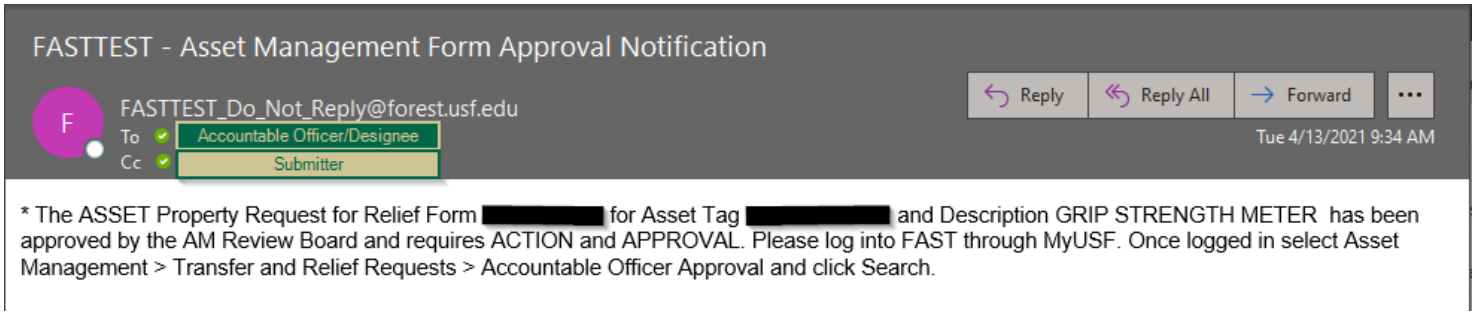
Rejection E-mail



Should there be issues with the request up to the AM Board Approval any rejections will send the form back to pending status. If a form is rejected an E-mail is sent to the submitter notifying them there is an issue and to log into the FAST and to search for the form in the Find an Existing Value Tab.

AM Review Board Approval E-mail

Upon approval by the Asset Management Review Board an email is sent TO the AO/D with the Submitter CC'ed. Once approved departmental employees should take final actions to dispose of assets and then prepare the form for return.



Common Rejection Reasons

The below listing contains the most common rejection reasons used by the Asset Management Office. This list is not all inclusive and other rejection reasons may be given.

Missing 3 Days Advertisement The request is missing the required 3 days of list serv advertisements in PDF format. Please attach in PDF format the 3 days of list serv advertisements and re-submit for approvals.

Memo Required for NBV Over $1,000 The asset's net book value is greater than $1,000 and a memo from the Accountable Officer needs to be attached explaining why the relief is being requested.

Unlocated request inadequate specific details The attached unlocated supplemental form was inadequately completed. To correct review the attachment and provide greater details for each of the sections. Re-attach and then re-submit for approvals.

Incorrect Request Type The incorrect request type was chosen for the disposal type you are requesting approval for. Please review and take corrective action.

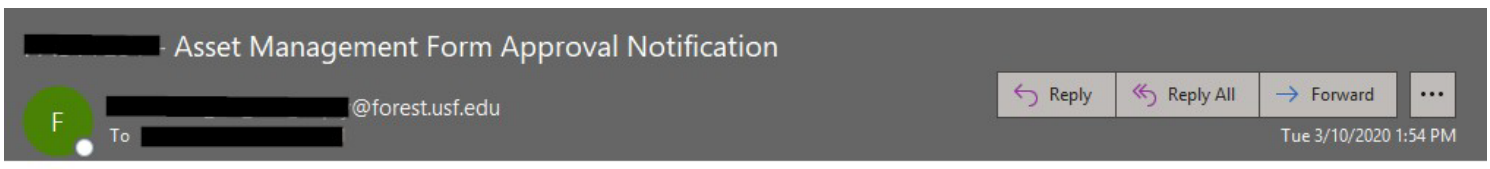
Missing Certificate of Disposal The request is missing the Certificate of Disposal. Please attach the Certificate of Disposal and have the AO/D re-approve the request.

Missing Final Trade In Documentation The final trade in documentation is missing. Please attach the missing documentation. This may be a statement/invoice from the company stating they have taken the equipment in trade or other documentation showing transfer of ownership.

Missing Other documentation Some other documentation may be missing. This is used for the Other type of request. Please review which type of Other disposal you are doing, the required documentation, and determine which document is missing from your request.

Should you have questions or need additional clarification on a rejection notice, please submit a help request to asset-help@usf.edu

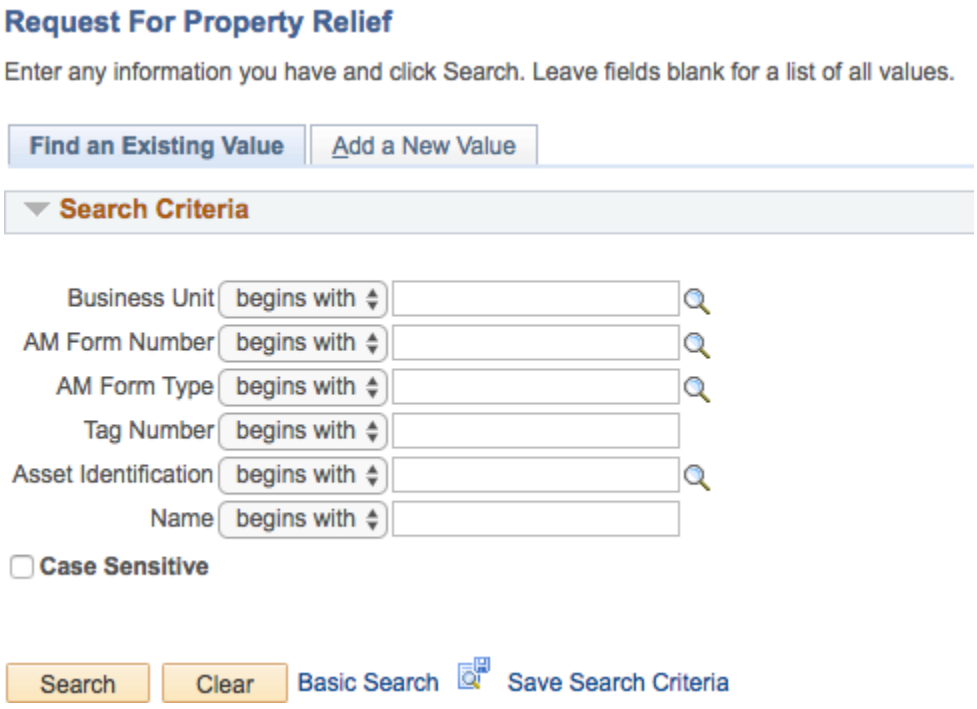
Final Action E-mail



* Final action is complete for Asset Property Request for Relief Form 0000001168 for Asset Tag 495000278179 and Description WATERS 2480 HPLC SYSTEM and no further action is required. Thank you.

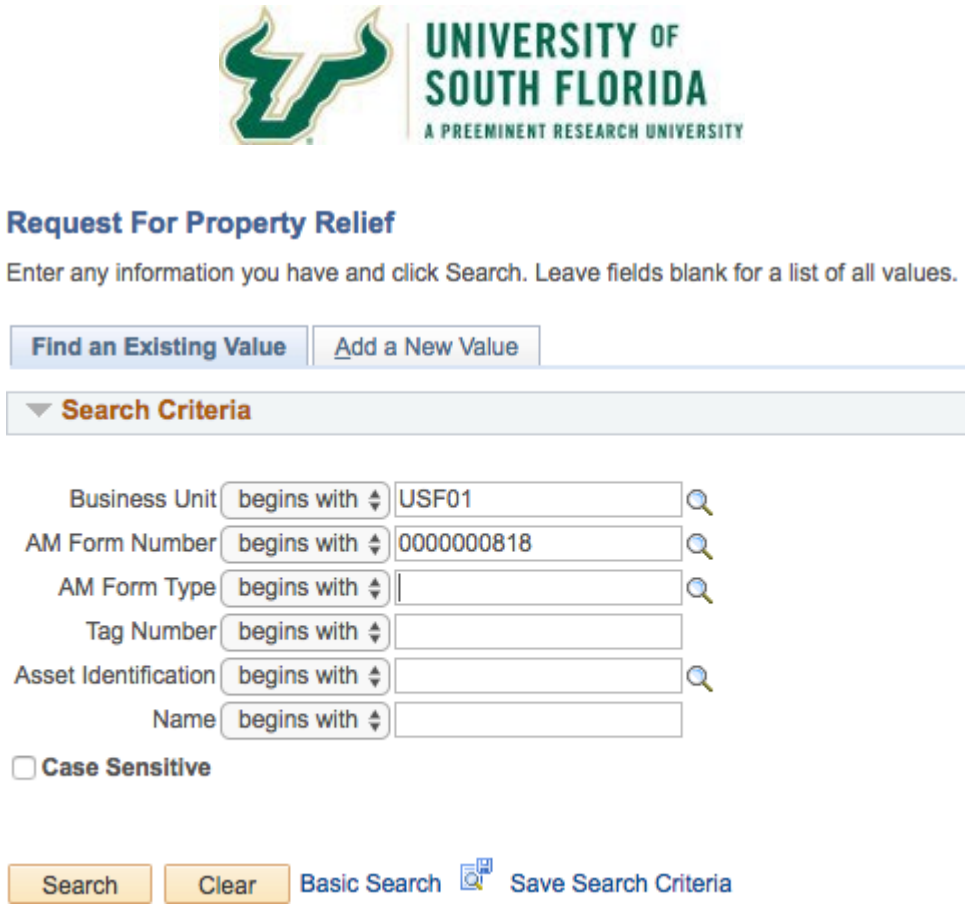
Once all the approvals are finished and the AM Office has retired the asset, an E-mail notification will be sent to the submitter stating final actions have been taken. The asset will no longer appear in the U_ASSETS_BY_MY_DEPARTMENT query after the close of the current period.

Reviewing an Existing Request



To review an existing request to see where it is at in approvals, OR to take corrective action on a rejected form navigate to USF Asset Requests Nav Collection and click on the Request for Relief option.

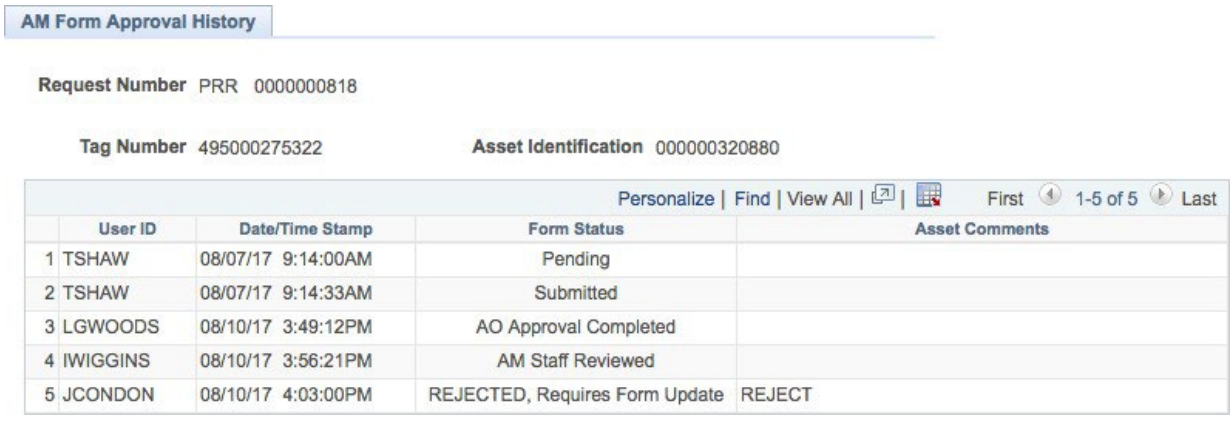
Click the Find an Existing Value Tab



Enter the Business Unit of USF01

Enter the Form Number you ware inquiring about.
Alternately you mayenter the Tag Number

Click Search



Ideally, the rejection comments should be a little more descriptive than the image below. These responses may be something along the lines of "Incorrect Type of Request selected." Etc etc.

The field is only 50 characters in length. If you require additional information in regards to the rejection you should contact the individual rejecting. Asset Management will contact you by email to inform you why the request is being rejected.

The AO/D requests you to attach scanned documents to the request

The AO/D has two options

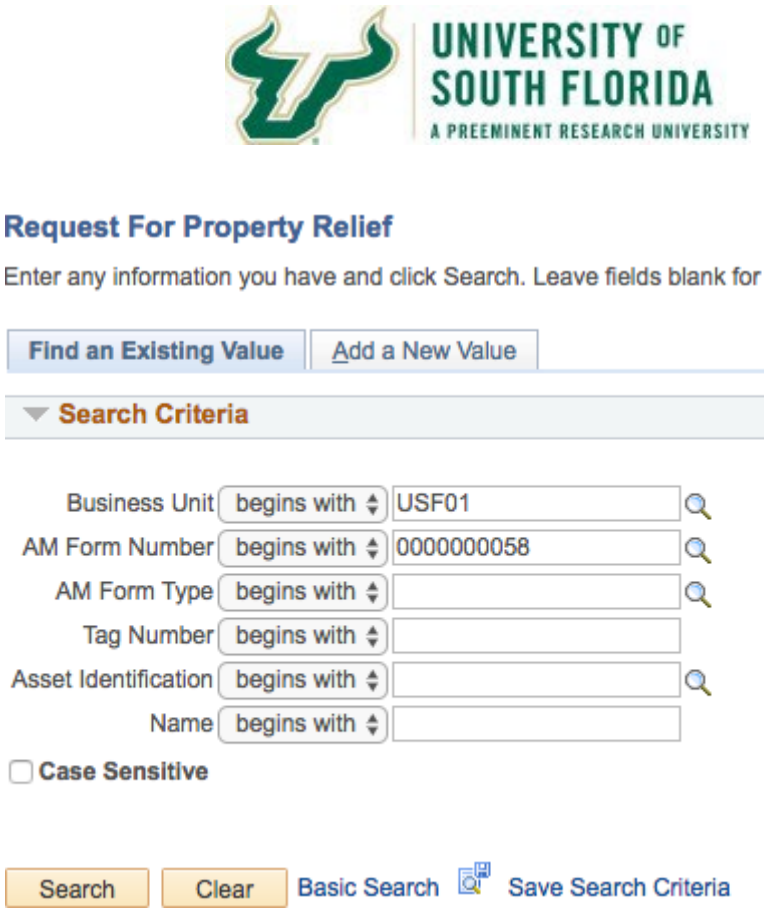
Option 1. AO/D scans and attaches documents before entering the witness and/or other information and approving the request
Option 2. Have someone else scan and attach documents for them and then they just need to enter the Witness if needed and approve the request. They will have to update any fields that may need to be populated by them on approval.

The next steps discuss option 2 above.

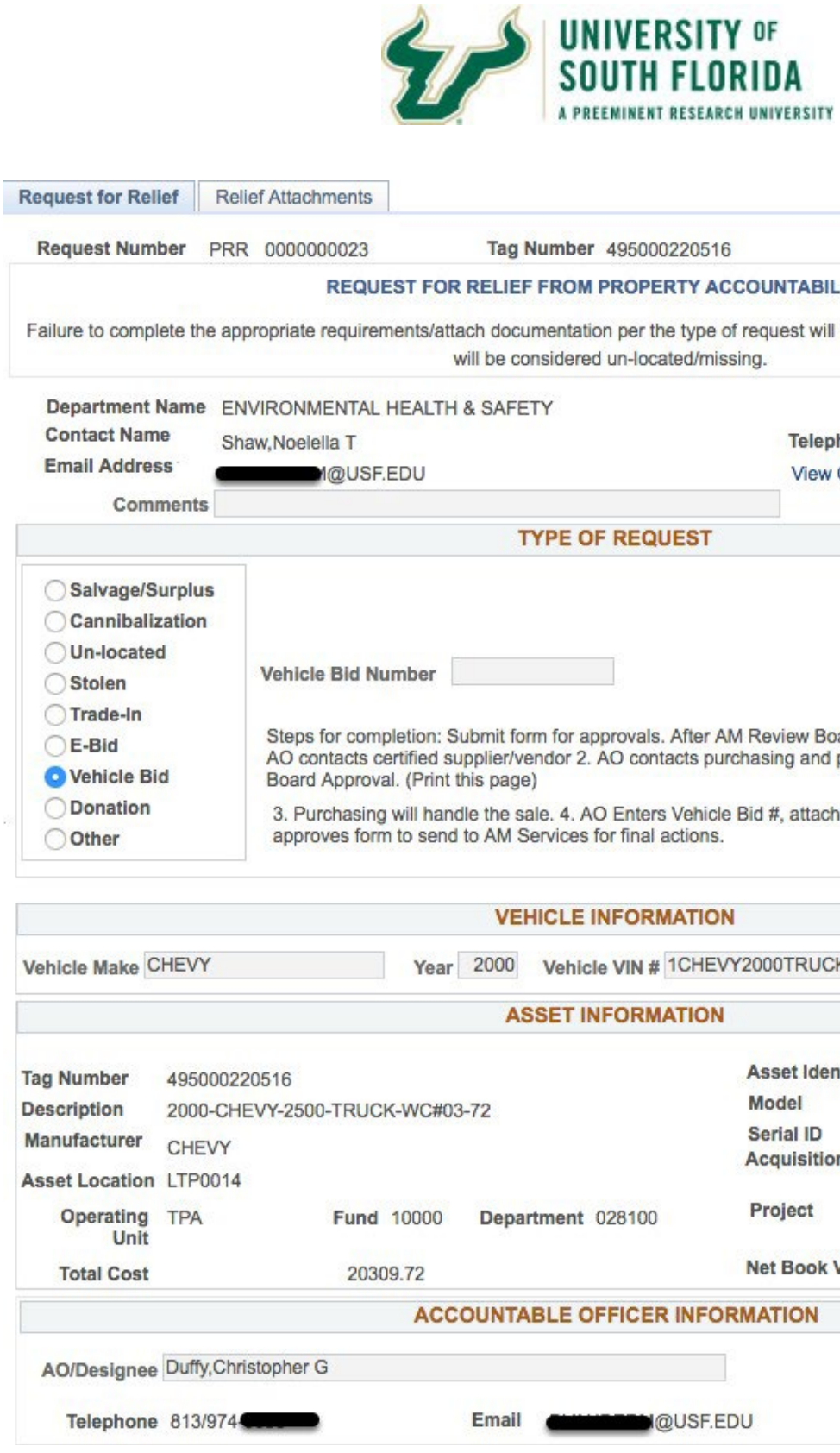
Option 2: Submitter or other person attaches documentation, AO/D approves once finished.

For AO/Ds who wish to not attach documents to the request after the AM Review Board Member has approved there is an option to have a different user handle this.

The AO/D may forward to the staff member who will be responsible for adding attachments (as requested of the AO/D in the Asset (Property) Relief Request Approvals documentation) the email received of the approval by the AM Review Board. An example of the email is shown next. The navigation in the email is not for a standard user to use, the appropriate navigation is available to you in a future step.



The person who is to attach the required documents will need to navigate USF Asset Requests and then click on Request for Property Relief. On the 'Find an Existing Value' tab enter the Form number which requires attachments.



Request for Relief | Relief Attachments

Request Number PRR 0000000023 **Tag Number** 495000220516 **Status** AM Review Board Approved

REQUEST FOR RELIEF FROM PROPERTY ACCOUNTABILITY

Failure to complete the appropriate requirements/attach documentation per the type of request will result in the asset remaining in-service and will be considered un-located/missing.

Department Name ENVIRONMENTAL HEALTH & SAFETY
Contact Name Shaw,Noelella T **Telephone** 813/974-[redacted]
Email Address [redacted]@USF.EDU View Comments Attachments
Comments

TYPE OF REQUEST

- ○ Salvage/Surplus
- ○ Cannibalization
- ○ Un-located
- ○ Stolen
- ○ Trade-In
- ○ E-Bid
- ◉ Vehicle Bid
- ○ Donation
- ○ Other

Vehicle Bid Number

Steps for completion: Submit form for approvals. After AM Review Board approves the following must occur: 1. AO contacts certified supplier/vendor 2. AO contacts purchasing and provides Supplier info and copy of AM Board Approval. (Print this page)

3. Purchasing will handle the sale. 4. AO Enters Vehicle Bid #, attach proof of sale/other documents 4. AO approves form to send to AM Services for final actions.

VEHICLE INFORMATION

Vehicle Make CHEVY **Year** 2000 **Vehicle VIN #** 1CHEVY2000TRUCK001 **Odometer Reading**

ASSET INFORMATION

Tag Number 495000220516
Description 2000-CHEVY-2500-TRUCK-WC#03-72
Manufacturer CHEVY
Asset Location LTP0014
Operating Unit TPA **Fund** 10000 **Department** 028100
Total Cost 20309.72

Asset Identification 000000210614
Model
Serial ID
Acquisition Date 11/30/1999
Project
Net Book Value 0.00

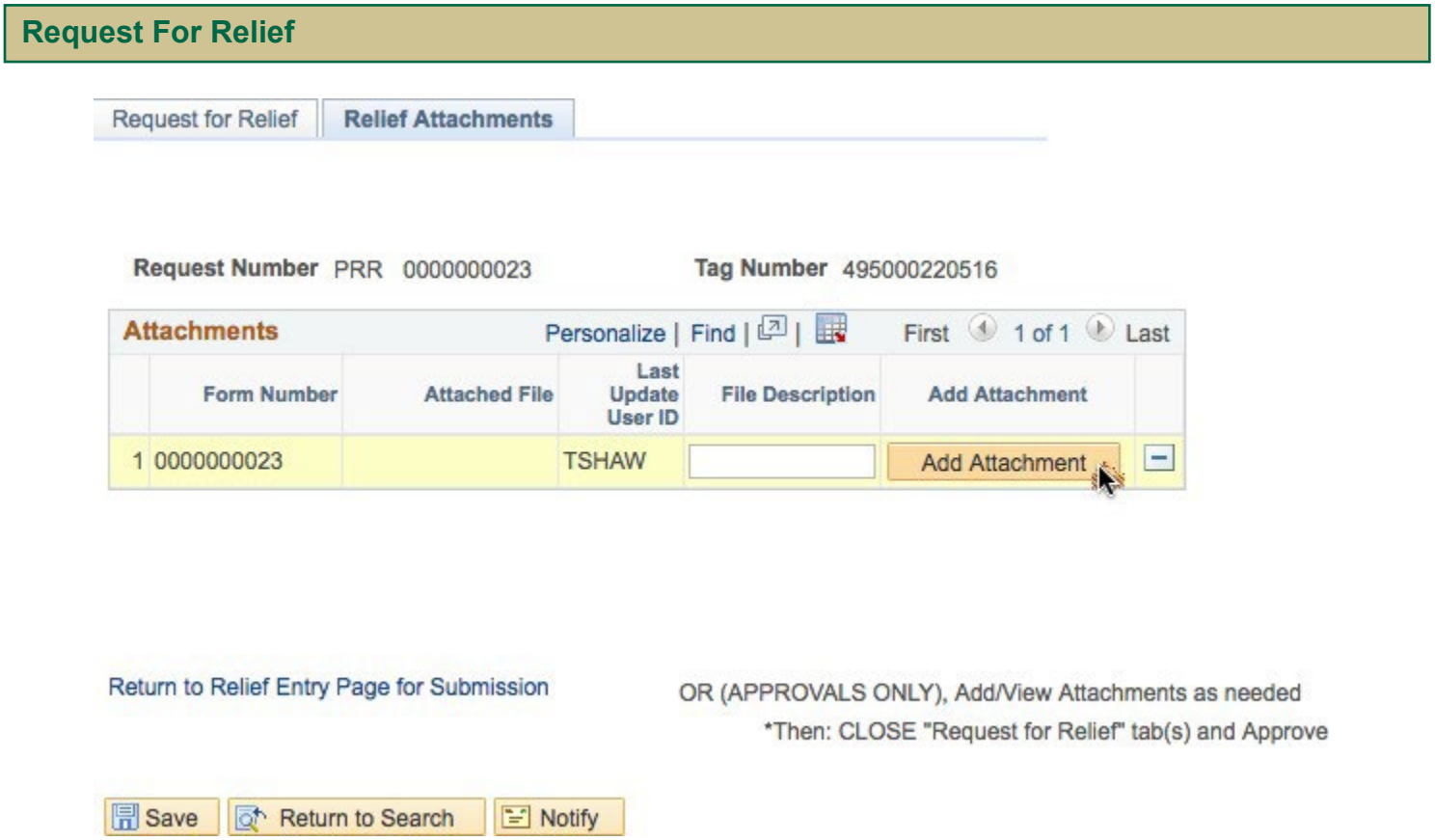
ACCOUNTABLE OFFICER INFORMATION

AO/Designee Duffy,Christopher G
Telephone 813/974-[redacted] **Email** [redacted]@USF.EDU

The user will onlybe able to attach documents. Any field updates such as Vehicle Bid Number or E-Bid number will need to be completed by the AO/D. Edits to fields which need to be completed before final actions are taken are ONLY allowed to be edited by the AO/D who has approved the

request.

Click on the Attachments Link to go to the Attachments Page. Alternately you can click on the Relief Attachments tab as well if provided to you.



On the Attachments page click the Add attachment button as you norm ally do with the creation of requests and handle accordingly.

When the user is finished you will need to advise you the AO/D the request has the necessary attachments. If there are any updates to the page like Vehicle Bid Number, or E-Bid Number you may want to remind the AO/D of this and advise what this value is. If there are no fields to update the AO can just click Approve if all the attachments are there. Remember, some may require more than one attachment. Once the AO/D approves the request, it will go on to the AM Office for the final review and to finalize the process.

The AO/D has changed, how do I get assistance?

Send a help request to asset-help@usf.edu. In the email state the form number and tag number you need assistance with. Provide the updated AO/D information. Before sending the request please make sure to validate they are an AO/D for the OPDP CF Combination.