

Asset (Property) Relief Request Form Approvals

Overview

This document details how to:

1. Approvals Steps and Form Requirements
2. Approving a request to receive AM Review Board Approval
3. After AM Review Board Approval updating with needed information to finalize the disposal/retirement of an asset:
 - A. Attachments by the AO/D and then approved by AO/D
 - B. Attachments by submitter and then approved by AO/D

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 document is not intended to replace the Property Manual located at <http://www.usf.edu/business-finance/controller/documents/propertymanual.pdf> This document is ONLY for the instruction of approving Property Relief Requests.

When a department no longer wishes to keep an asset and they plan on disposing of it they must submit a request BEFORE disposal to get approval for the removal of the asset. Disposing of an asset before approval is a violation of USF and State policy.

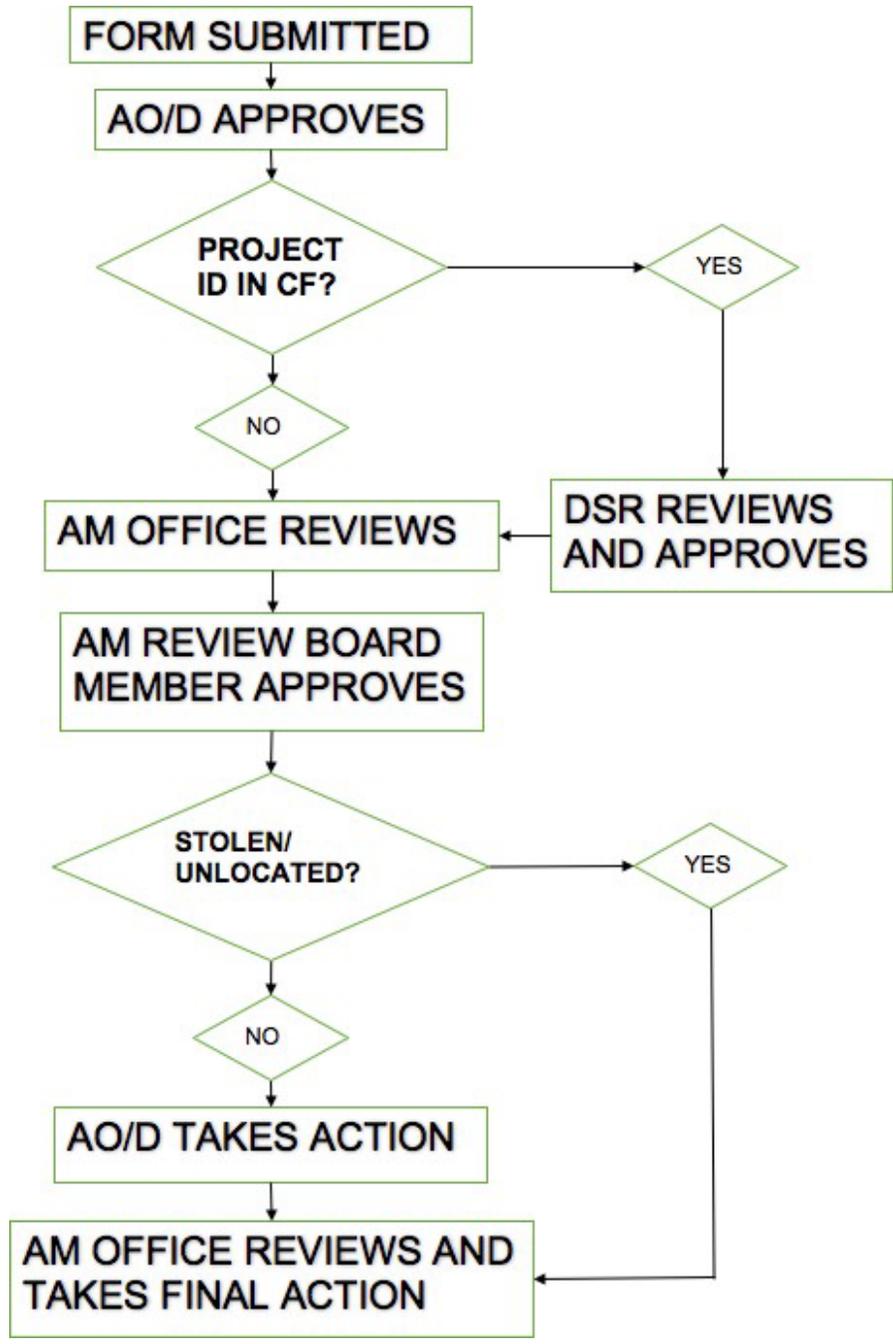
All attachments should be separate. Each attachment should have a file name descriptive of what is in the attachment. For example, a Certificate of Disposal would have the words CertOfDisposal. You may add the Tag Number if you want to help with tracking. If it's a letter of acceptance LTROFACCEPTANCE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

Attachments must be in PDF format.

A listing of common Relief Request Rejection Reasons are at the end of this document.

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.

Approvals Diagram



The below 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. 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.

Type of Request	ENTRY				2nd AO/D approval after approval from AM Review Board			
	Listsrv 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, Listsrv 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 Form and Police Report	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. FASTI PO/REQ must state Trade-in on it	Yes, Documentation of Equipment Removal	1	No	Yes
E-Bid	Yes	Yes, Listsrv 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, Listsrv 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, Listsrv 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, Listsrv 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.

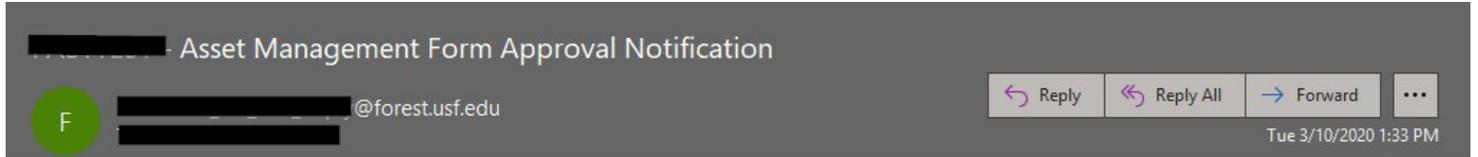
**Assets transferred out because of Grant Sponsor, Federal Government or State Government requirement do not require advertisement - Must attach proof of requirement.

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 PDF format. Do NOT use save as or convert to PDF. Either Print to Adobe PDF from the print menu of the application you are using or scan documents to 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.

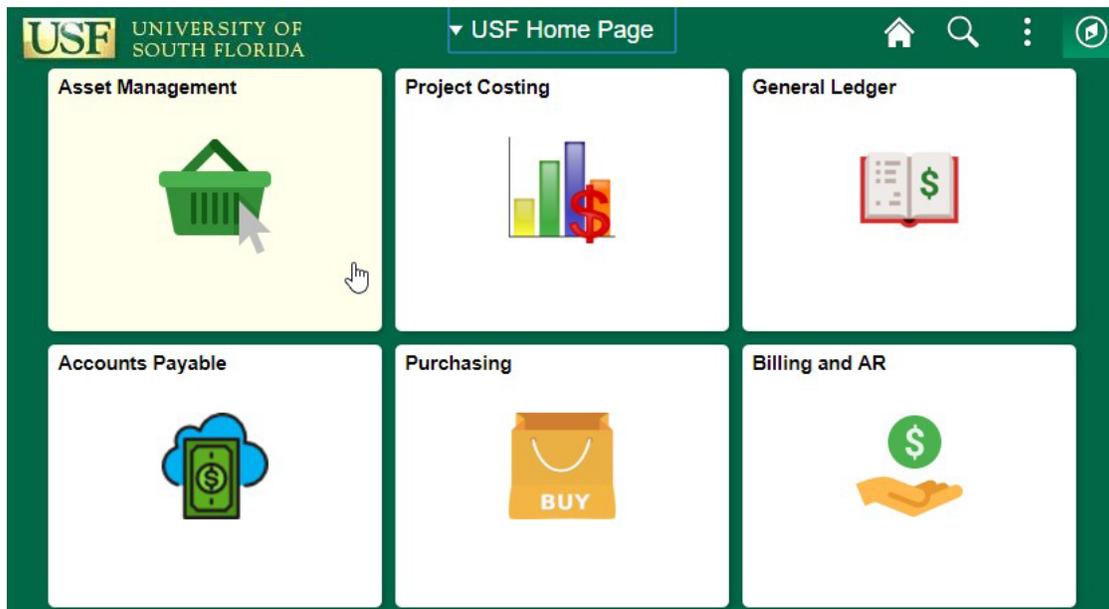
Asset Management Form Approval Notification



* The Asset Property Request for Relief Form 0000001168 for Asset Tag 495000278179 and Description WATERS 2480 HPLC SYSTEM requires your approval. Please log into FAST through MyUSF. Once logged in select Asset Management > Transfer and Relief Requests > Accountable Officer Approval and click Search.

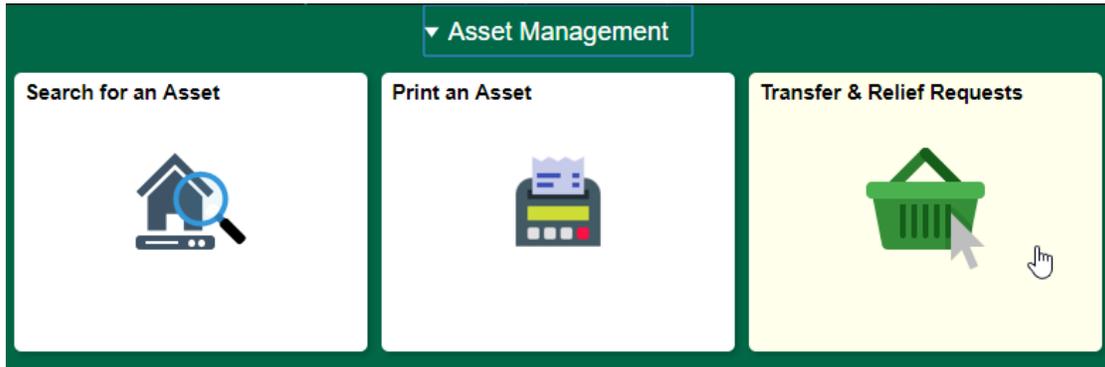
When a Property Relief Form is submitted for approvals the AO/D must approve the form before it may go any further. A notification similar to the one below is sent to the AO/D entered on the request.

Accountable Officer Approval

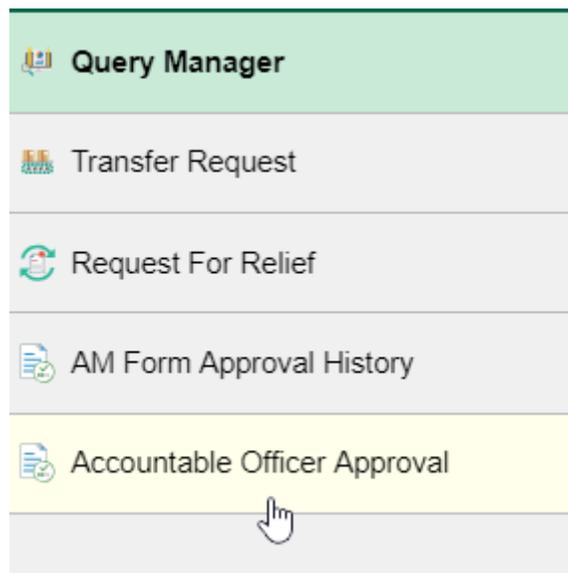


Log into FAST!

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



In the Nav Collection on the left click the Accountable Officer Approval option.



Accountable Officer Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Empl ID begins with 000000

Search Advanced Search

Your Empl ID will already be entered in the field.

Click Search to search for forms awaiting approval for your Empl ID.

Accountable Officer Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: begins with

[Advanced Search](#)

Search Results

View All First 1-30 of 30 Last

Empl ID	AM Form Number	AM Form Type	Tag Number	AM Form Action	Last Update User ID	Last Update Date/Time
000000	0000000863	PRR	495000019923	Requires AO Approval	TSHAW	08/14/2017 3:49:13PM
000000	0000000853	PRR	495000275182	Requires AO Approval	TSHAW	08/09/2017 11:38:26AM
000000	0000000852	PRR	495000275498	Requires AO Approval	TSHAW	08/07/2017 9:35:22AM
000000	0000000851	PRR	495000275498	Requires AO Approval	TSHAW	08/07/2017 9:34:37AM
000000	0000000850	PRR	495000275498	Requires AO Approval	TSHAW	08/07/2017 9:33:53AM

If there is more than one request awaiting approvals, a list of those forms awaiting your approval will be provided.

Clicking on the row for the request you want to approve takes you to the "Asset Management Form Approvals Page for Accountable Officer"

Accountable Officer Approval

**Asset Management Form Approvals Page for
Accountable Officer**

Asset Forms Requiring Approval Empl ID 000000-██████

							Personalize	Find	Print	Refresh	First	1 of 1	Last
	Empl ID	AM Form Type	AM Form Number	AM Form Action	Approve Form	Date/Time Stamp							
1	000000-██████	PRR	0000000825	Requires AO Approval	Approve Form	08/07/2017 9:19:18AM							
							Tag Number: 495000275498						

[Save](#)
 [Return to Search](#)
 [Previous in List](#)
 [Next in List](#)

Should there be only one result for approvals you will bypass the list and go straight to the "Asset Management Form Approvals Page for Accountable Officer."

Click on the Approve Form link.

Relief Request Form Explained

Request Number PRR 000000825 Tag Number 495000275498 Status Submitted

1 RELIEF FROM PROPERTY ACCOUNTABILITY APPROVAL PAGE

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.

2 Department Name PHYSICS

Name Shaw, Noeella T Telephone 813/974-██████

Email Address ████████@USF.EDU **3** View Comments Attachments **4**

5 TYPE OF REQUEST

Reason for Request
<input checked="" type="radio"/> Salvage/Surplus <input type="radio"/> Damaged <input type="radio"/> Obsolete <input type="radio"/> Excess <input type="radio"/> Outdated Technology <input type="radio"/> Cannibalization <input type="radio"/> Un-located <input type="radio"/> Stolen <input type="radio"/> Trade-In <input type="radio"/> E-Bid <input type="radio"/> Vehicle Bid <input type="radio"/> Donation <input type="radio"/> Other

After AO receives notification of approval from the Asset Management Review Board, AO must attach certificate of disposal and approve to return to AM Services for final actions.

6

7 VEHICLE INFORMATION

Vehicle VIN #	Year	Vehicle Make	Odometer Reading

8 ASSET INFORMATION

Tag Number 495000275498	Asset Identification 000000321214
Description LASER SYSTEM	Model TEC150
Manufacturer SACHER LASER TECHNIK LLC	Serial ID ST-1180-0515-00300
Asset Location ISA1043	Acquisition Date 05/11/2015
Operating Unit TPA Fund 20000 Department 125300	Project 1253109800
Total Cost 15916.44	Net Book Value 12232.13

9 ACCOUNTABLE OFFICER INFORMATION

AO/Designee Woods, Lilia M

Telephone 813/974-██████ Email ████████@USF.EDU

Asset Comments

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. **000000000** - This is a unique sequential number assigned to the form.

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 PRR 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.

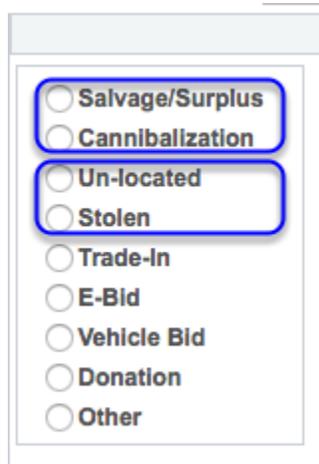
Final Approved - The request is finalized. This means the AM Office has taken action to retire the asset in the system. This will show in U_ASSETS_BY_MY_DEPARTMENT query after the month closes.

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. 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. The Attachments link is to attach documentation to the request or review already attached documentation. Attachments may be required at the beginning of the request upon submit or after the AM Review Board Approves.

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 of the 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.



A screenshot of a web form showing a list of radio button options for 'Type of Request'. The options are: Salvage/Surplus, Cannibalization, Un-located, Stolen, Trade-In, E-Bid, Vehicle Bid, Donation, and Other. The first four options (Salvage/Surplus, Cannibalization, Un-located, and Stolen) are grouped together in a blue-bordered box, indicating they are related or similar request types.

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. The table earlier in this document is a quick guide representative of the below. The below information is directly from the entry training documentation. The numbers in bold in each section pertain to the AO/D.

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 the USF Employee who witnessed the disposal or removal of the asset. This is done AFTER the AMRVB has approve the request and the department has physically disposed of/had removed 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

TYPE OF REQUEST	
<input type="radio"/> Salvage/Surplus <input checked="" type="radio"/> Cannibalization <input type="radio"/> Un-located <input type="radio"/> Stolen <input type="radio"/> Trade-In <input type="radio"/> E-Bid <input type="radio"/> Vehicle Bid <input type="radio"/> Donation <input type="radio"/> Other	<p>Reason for Request</p> <input checked="" type="radio"/> Damaged <input type="radio"/> Obsolete <input type="radio"/> Excess <input type="radio"/> Outdated Technology
	<p>After AO receives notification of approval from the Asset Management Review Board, AO must attach certificate of disposal and approve to return to AM Services for final actions.</p>

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 fullyfunctioning 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

UNIVERSITY OF SOUTH FLORIDA

TYPE OF REQUEST

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

Download, complete, and attach Supplemental Form to this Request.

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

TYPE OF REQUEST	
<input type="radio"/> Salvage/Surplus	
<input type="radio"/> Cannibalization	
<input type="radio"/> Un-located	
<input type="radio"/> Stolen	
<input checked="" type="radio"/> Trade-In	
<input type="radio"/> E-Bid	
<input type="radio"/> Vehicle Bid	
<input type="radio"/> Donation	
<input type="radio"/> Other	
Requisition ID	PO Number 123456789
REQ or PO must state it is a trade-in and provide trade-in information on REQ or PO. For trade-in via USF Foundation or USF Research Foundation please attach copy of PO from the DSO.	
Once Approved by the AM Review Board and upon final trade-in, AO must attach documentation of equipment removal and approve to return to AM Services for final actions.	

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

TYPE OF REQUEST

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

After receipt of AM Review Board approval and once the E-Bid number is available the AO will enter the E-Bid Number and attach documentation of asset removal.

The E-Bid number field will appear after AM Board Approval. Once the above is complete the AO should approve the form to send to AM Services for final actions.

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

TYPE OF REQUEST

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

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 VIN # 42RHAFOHAOUHG

Year 2003

Vehicle Make CHEVY

Odometer Reading

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/Dwill

- 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 documentation.

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.



Donations

TYPE OF REQUEST	
<input type="radio"/> Salvage/Surplus	<p>Steps for Completion: 1. Submitter must attach letter of intent to donate to non-profit along with certificate of non-profit status.</p> <p>2. After AM Review Board Approves, AO must attach letter of acceptance from non-profit agency. AO then approves to send to AM Services for final actions.</p>
<input type="radio"/> Cannibalization	
<input type="radio"/> Un-located	
<input type="radio"/> Stolen	
<input type="radio"/> Trade-In	
<input type="radio"/> E-Bid	
<input type="radio"/> Vehicle Bid	
<input checked="" type="radio"/> Donation	
<input type="radio"/> Other	

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.

Other

TYPE OF REQUEST	
<input type="radio"/> Salvage/Surplus <input type="radio"/> Cannibalization <input type="radio"/> Un-located <input type="radio"/> Stolen <input type="radio"/> Trade-In <input type="radio"/> E-Bid <input type="radio"/> Vehicle Bid <input type="radio"/> Donation <input checked="" type="radio"/> Other	<p>Submitter must attach letter stating intent to transfer/return. Upon approval by AM Review Board, AO must attach documentation of acceptance from other agency. AO then approves to send to AM for final actions.</p> <p>Select Reason for Relief Transfer to USF Foundation</p>

1. Select the Radio Button for Other.
2. From the Drop-down menu select one of the following:

Returned to Supplier - 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. 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. For returned to supplier a receipt from the company must be attached. If no receipt a memo must be provided.

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

Viewing Comments/Reviewing AM Form Approval History

Telephone 813/974-8691

[View Comments](#)

[Attachments](#)

Clicking on the View Comments link on the form opens a page to view the approval history as well as any comments on the form.

AM Form Approval History

Request Number PRR 0000000825

Tag Number 495000275498

Asset Identification 000000321214

Personalize Find View All [Print] [Calendar]					
			First	1-2 of 2	Last
User ID	Date/Time Stamp	Form Status	Asset Comments		
1 TSHAW	08/07/17 9:19:05AM	Pending			
2 TSHAW	08/07/17 9:19:18AM	Submitted			

The Pages lists the approvals as well as the date Time stamp of the approval. The Form status is the status at the time of the approval.

For the below, line 1 is when the form was saved to the system and provided a form number. Line 2 shows when the form was submitted for approvals.

AM Form Approval History - Internet Explorer

https://swift.forest.usf.edu/psp/fasttest_3/EMPLOYEE/ERP/c/U_USF_MENU.U_AM_FRM

Accountable Officer Approval

AM Form Approval History

AM Form Approval History

AM Form Approval History

Request Number PRR 000000836

Tag Number 495000275498 Asset Identification 000000321214

Personalize | Find | View All | First 1-2 of 2 Last

User ID	Date/Time Stamp	Form Status	Asset Comments
1 TSHAW	08/07/17 9:23:43AM	Pending	
2 TSHAW	08/07/17 9:24:14AM	Submitted	

When finished with reviewing the approvals and comments page, click the X for the browser tab for the form to close out the window and return to the form.

Viewing Attachments

Telephone 813/974- [REDACTED]

[View Comments](#) [Attachments](#)

Clicking on the Attachments link will take you to the Attachments Page to review any and all attachments for the form. This is also the place where the AOD may go to add additional attachments to the form. This is explained a little later in this document in the Attaching required documentation after the AM Review Board approval and the disposal of the asset has occurred.

Request For Relief - Internet Explorer

https://swift.forest.usf.edu/psp/fasttest_3/EMPLOYEE/ERP/c/JU_USF_MENU.U_AM_FRM

Accountable Officer Approval | Request For Relief

Request For Relief

Request for Relief | Relief Attachments

Request Number PRR 0000000836 Tag Number 495000275498

Attachments						Personalize	Find	First	1-2 of 2	Last
Form Number	Attached File	Last Update User ID	File Description	View Attachment	Delete Attachment					
1 0000000836	SUPPLEMENTAL.pdf	TSHAW		View Attachment	Delete Attachment	+	-			
2 0000000836	POLICE_REPORT.pdf	TSHAW		View Attachment	Delete Attachment	+	-			

[Return to Relief Entry Page for Submission](#) OR (APPROVALS ONLY), Add/View Attachments as needed
*Then: CLOSE "Request for Relief" tab(s) and Approve

Save Return to Search Notify Add

Request for Relief | Relief Attachments

For the request below, we can see there are two attachments for this report. Proper name of the files should assist in knowing what is attached to the request. This is a stolen request as there is a supplemental form attached as well as a police report.

To view an attachment, click on the View Attachment Button. When finished reviewing the attachments click the X for the browser ta to return to the Accountable Officer Approval page.



Request Number PRR 0000000825

Tag Number 495000275498

Status Submitted

RELIEF FROM PROPERTY ACCOUNTABILITY APPROVAL PAGE

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 PHYSICS

Name Shaw,Noeella T

Telephone 813/974-8691

Email Address DVANDERM@USF.EDU

[View Comments](#)

[Attachments](#)

TYPE OF REQUEST

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

Reason for Request

- Damaged
- Obsolete
- Excess
- Outdated Technology

After AO receives notification of approval from the Asset Management Review Board, AO must attach certificate of disposal and approve to return to AM Services for final actions.

VEHICLE INFORMATION

Vehicle VIN #	Year	Vehicle Make	Odometer Reading
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ASSET INFORMATION

Tag Number	495000275498	Asset Identification	000000321214
Description	LASER SYSTEM	Model	TEC150
Manufacturer	SACHER LASER TECHNIK LLC	Serial ID	ST-1180-0515-00300
Asset Location	ISA1043	Acquisition Date	05/11/2015
Operating Unit	TPA	Fund	20000
		Department	125300
Total Cost	15916.44	Project	1253109800
		Net Book Value	12232.13

ACCOUNTABLE OFFICER INFORMATION

AO/Designee Woods,Lilia M

Telephone 813/974-7351

Email THERBY@USF.EDU

Approve

Asset Comments

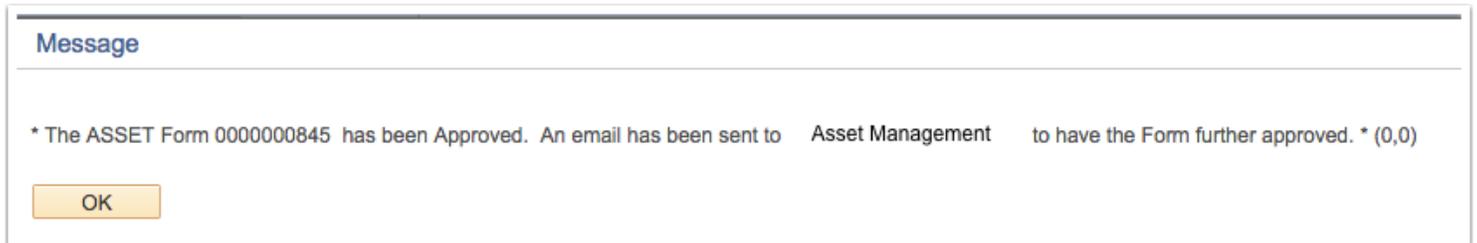
Reject

Return to Approval List

Once finished reviewing the request and you wish to approve, on the Approvals page click the Approve button.



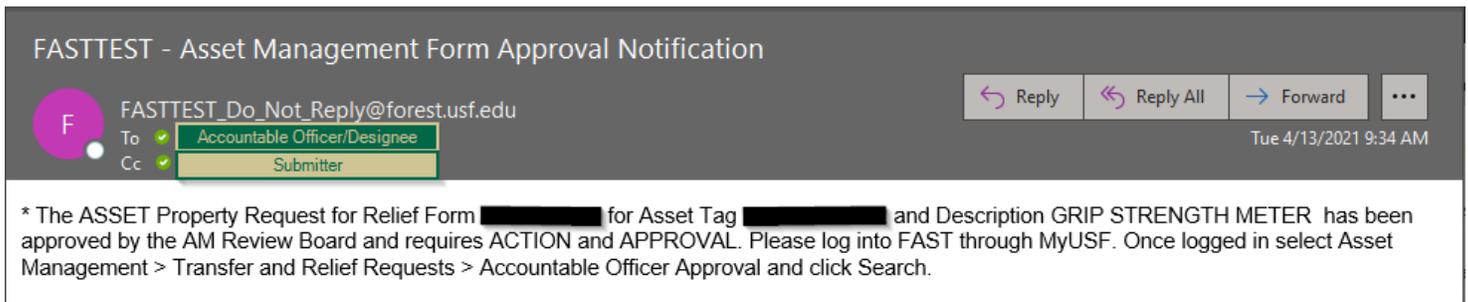
If you need to reject the request, enter a comment why it's being rejected (up to 50 characters) in the field provided and click Reject.



When you click approve you will be presented with a message similar to the one below. An email will be sent to the next approver so they may take action.

AM Board Approval

After the AM Office reviews the request it is sent to the appropriate AM Board Representative with the authority to approve the requests for your area. When the member approves the request the AO/D will receive an email stating the AM Board has approved the request. Should the AM Board reject the request, it is sent back to the beginning and given a pending status and must be updated and resubmitted.



The above is an example of an email for a request which the Board approved. A copy of this email is sent to the submitter. As AO/D you have some finalizing actions to take on the request. All requests you receive back from the Board approved require an attachment. Some of the requests require the entry of values in a field.

There are two options on how to handle the attachments which are explained next.



Option 1: AO/D attaches any necessary documentation, updates, and then approves.

Request Number PRR 0000000828 Tag Number 495000275498 Status AM Review Board Approved

RELIEF FROM PROPERTY ACCOUNTABILITY APPROVAL PAGE

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 PHYSICS

Name Shaw, Noeella T

Telephone 813/974- [REDACTED]

Email Address [REDACTED]@USF.EDU

[View Comments](#)

[Attachments](#)

TYPE OF REQUEST

- Salvage/Surplus
- Cannibalization
- Un-located
- Stolen

- Trade-In
- E-Bid
- Vehicle Bid
- Donation
- Other

Reason for Request

- Damaged
- Obsolete
- Excess
- Outdated Technology

After AO receives notification of approval from the Asset Management Review Board, AO must attach certificate of disposal and approve to return to AM Services for final actions.

For example, here is a Salvage/Surplus which was approved by the Board. The asset has been disposed of using an approved vendor. The vendor has provided the AO/D with a Certificate of Disposal. The AO/D must attach the certificate of disposal and re-approve to send back to the AM Office so final actions may occur.

First, notice the status states "AM Review Board Approved."
Second, Click on the Attachments link.



Request for Relief | Relief Attachments

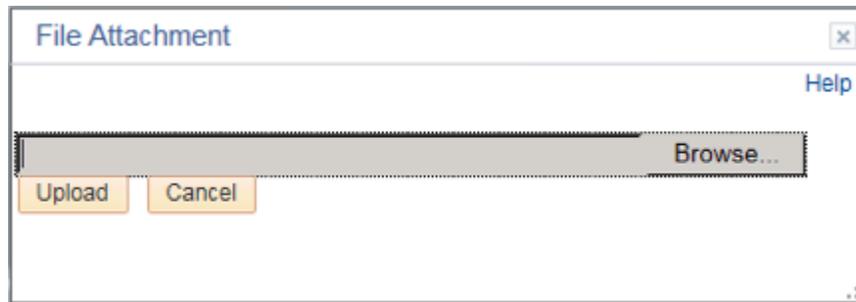
Request Number PRR 000000828 Tag Number 495000275498

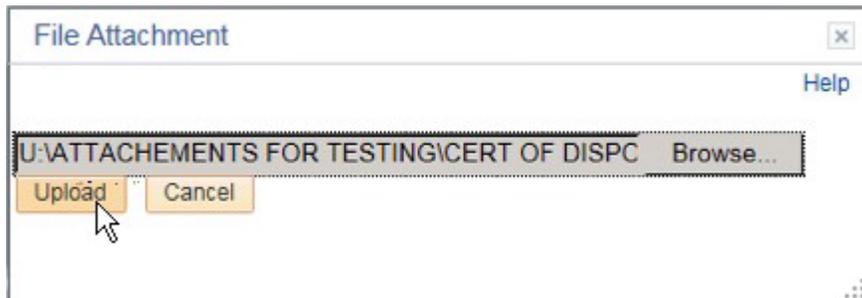
Attachments				
Form Number	Attached File	Last Update User ID	File Description	Add Attachment
1 000000828		LGWOODS		Add Attachment

[Return to Relief Entry Page for Submission](#) OR (APPROVALS ONLY), Add/View Attachments as needed
*Then: CLOSE "Request for Relief" tab(s) and Approve

Request for Relief | Relief Attachments

On the tab opened, click the Add Attachment link, navigate to your PDF document you wish to attach.





Click Upload once the document is selected.

Request for Relief	Relief Attachments
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Request Number PRR 0000000828 Tag Number 495000275498 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 PHYSICS
 Contact Name Shaw, Noellella T Telephone 813/974-
 Email Address @USF.EDU [View Comments](#) [Attachments](#)

Comments

TYPE OF REQUEST

<input checked="" type="radio"/> Salvage/Surplus <input type="radio"/> Cannibalization <input type="radio"/> Un-located <input type="radio"/> Stolen <input type="radio"/> Trade-In <input type="radio"/> E-Bid <input type="radio"/> Vehicle Bid <input type="radio"/> Donation <input type="radio"/> Other	Reason for Request <input type="radio"/> Damaged <input type="radio"/> Obsolete <input type="radio"/> Excess <input checked="" type="radio"/> Outdated Technology
	After AO receives notification of approval from the Asset Management Review Board, AO must attach certificate of disposal and approve to return to AM Services for final actions.

VEHICLE INFORMATION

Wait for the page to refresh. You will be presented with the Request For Relief page again. If you need to add another attachment, click the attachments link again and repeat the steps necessary to attach.

Attachments

Request Number PRR 0000000845

Tag Number 495000275498

Attachments		Personalize Find  		First	1-2 of 2	Last
Form Number	Attached File	Last Update User ID	File Description	View Attachment		Delete Attachment
1 0000000845	LETTER_OF_INTENT_TO_DONATE.pdf	TSHAW	<input type="text"/>	View Attachment		Delete Attachment  
2 0000000845	PROOF_NON_PROFIT.pdf	TSHAW	<input type="text"/>	View Attachment		Delete Attachment  

Click the plus sign next to one of the attachments to add another row.

Request Number PRR 0000000845

Tag Number 495000275498

Attachments		Personalize Find  		First	1-3 of 3	Last	
Form Number	Attached File	Last Update User ID	File Description	Add Attachment	View Attachment		Delete Attachment
1 0000000845	LETTER_OF_INTENT_TO_DONATE.pdf	TSHAW	<input type="text"/>		View Attachment		Delete Attachment 
2 0000000845	PROOF_NON_PROFIT.pdf	TSHAW	<input type="text"/>		View Attachment		Delete Attachment 
3 0000000845		LGWOODS	<input type="text"/>	Add Attachment			

Click the Add Attachment button to add a new attachment.

Request For Relief - Internet Explorer

https://swift.forest.usf.edu/psp/fasttest_3/EMPLOYEE/ERP/c/U_USF_MENU.U_AM_FRM

Accountable Officer Approval Request For Relief

Request For Relief

Request for Relief Relief Attachments

Request Number PRR 000000828 Tag Number 495000275498 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 PHYSICS
 Contact Name Shaw, Noellella T Telephone 813 [REDACTED]
 Email Address [REDACTED]@USF.EDU [View Comments](#) Attachments

Comments

TYPE OF REQUEST

<input checked="" type="radio"/> Salvage/Surplus <input type="radio"/> Cannibalization <input type="radio"/> Un-located <input type="radio"/> Stolen <input type="radio"/> Trade-In <input type="radio"/> E-Bid <input type="radio"/> Vehicle Bid <input type="radio"/> Donation <input type="radio"/> Other	Reason for Request <input type="radio"/> Damaged <input type="radio"/> Obsolete <input type="radio"/> Excess <input checked="" type="radio"/> Outdated Technology
	After AO receives notification of approval from the Asset Management Review Board, AO must attach certificate of disposal and approve to return to AM Services for final actions.

VEHICLE INFORMATION

Once you are finished attaching documents, click the X to close the tab.

Entering the Witness

TYPE OF REQUEST

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

Reason for Request

Damaged
 Obsolete
 Excess
 Outdated Technology

After AO receives notification of approval from the Asset Management Review Board, AO must attach certificate of disposal and approve to return to AM Services for final actions.

Witness

Before an AO/D may approve the request the Witness must be entered and the Add Witness By button must be clicked by the AO/D.

Witness

This may be done two ways. You may either enter the last name comma first initial and click the magnifying glass which will open a look up page, or

You may click the magnifying glass without entering on the main page and then on the look up page enter your search parameters.

Look Up Witness

Search by: begins with

[Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

Contact Name	Empl ID
Jahn, Ryan L	0000 [REDACTED]

Look Up Witness

Search by: begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Contact Name	Empl ID
Clark, Linda	00000 [REDACTED]
Clark, Linda C	00000 [REDACTED]

Word of caution, some people have the same name. If you have multiple options you will want to validate the Empl ID with that of the witness to ensure you select the correct individual.

To select an individual click on the name of the search result you want to use.

TYPE OF REQUEST

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

Reason for Request

Damaged
 Obsolete
 Excess
 Outdated Technology

After AO receives notification of approval from the Asset Management Review Board, AO must attach certificate of disposal and approve to return to AM Services for final actions.

Witness

You should be brought back to the main page. Click the Add Witness By button to add this to the request.

Message

* Witness By successfully added - if all attachments are present, Form is ready for Approval * (0,0)

You will receive a notice stating the witness is successfully added to the request information.

Asset Comments

Then on the Accountable Officer Approvals page click the Approve button.

Message

* The ASSET Form 0000000828 has been Approved. An email has been sent to Asset Management to have the Form further approved. * (0,0)

You will be presented with a message stating it is being forwarded on to AssetManagement.

TYPE OF REQUEST

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

E-Bid Number

After receipt of AM Review Board approval and once the E-Bid number is available the AO will enter the E-Bid Number and attach documentation of asset removal.

The E-Bid number field will appear after AM Board Approval. Once the above is complete the AO should approve the form to send to AM Services for final actions.

Witness

As mentioned earlier, some requests require an additional data entry at the point after AM Board Approval. For E-Bid and Vehicle Bid a Bid Number needs to be entered. **ONLY NUMERICAL VALUES ARE ACCEPTED.**

AO/Ds **ONLY** have the ability to update these values. Whether using Option 1 for attachments or Option 2 for attachments (explained a little later) the AO/D has to enter the E-Bid Number or Vehicle Bid Number.

There are two methods for entry of this information.

Preferred (less clicks)

Enter the E-Bid or Vehicle Bid Number AND Search and Enter the Witness BEFORE clicking any buttons. Once both fields are completed, click the Add Witness By Button.

Less Preferred method (More Clicks)

Enter the E-Bid or Vehicle Bid Number and click Add Bid Number button. Click OK on the warning message about witness by is invalid.

Enter the Witness By and click the Add Witness By button. Click OK on the validation message the witness was recorded.

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.

Witness

Once finished you may approve the request like the other types.

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

Request For Property Relief

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Business Unit

AM Form Number

AM Form Type

Tag Number

Asset Identification

Name

Case Sensitive

[Basic Search](#) 

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 the email received of the approval by the AM Review Board to the staff member who will be responsible for adding attachments. The person who is to attach the required documents will need to navigate to: USF Asset Home Page>USF Asset Requests and select Request for Relief from the Nav Collection on the left.



Request for Relief Relief Attachments

Request Number PRR 000000023

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, Noelle T

Telephone 813/974-██████

Email Address ████████@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	Asset Identification	000000210614
Description	2000-CHEVY-2500-TRUCK-WC#03-72	Model	
Manufacturer	CHEVY	Serial ID	
Asset Location	LTP0014	Acquisition Date	11/30/1999
Operating Unit	TPA	Fund	10000
		Department	028100
Total Cost	20309.72	Project	
		Net Book Value	0.00

ACCOUNTABLE OFFICER INFORMATION

AO/Designee Duffy, Christopher G
Telephone 813/974-██████ Email ████████@USF.EDU

Start New Add

Save Return to Search Notify

Add

The user will only be 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. The user should validate the Status states 'AM Review Board Approved'. If it doesn't then the user should not proceed.

Request for Relief

Relief Attachments

Request Number PRR 0000000023

Tag Number 495000220516

Attachments					
Form Number	Attached File	Last Update User ID	File Description	Add Attachment	
1 0000000023	TSHAW			Add Attachment	-

[Return to Relief Entry Page for Submission](#)

OR (APPROVALS ONLY), Add/View Attachments as needed
*Then: CLOSE "Request for Relief" tab(s) and Approve

Save
Return to Search
Notify

Add

Request for Relief
Relief Attachments

On the Attachments page, they can click the Add attachment as they normally do with their creation of the requests and handle accordingly.

When the user is finished they will need to advise 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 will need to enter the value and then click the Approve button at the bottom of the page. If there are no fields to update you just need to click Approve. It will then go on to the AM Office to do the final review and finalize the process.

Rejection Notice after AM Board Approval

[REDACTED] - Asset Management Form Approval Notification

F [REDACTED]@forest.usf.edu

To [REDACTED]

Reply Reply All Forward

Tue 3/10/2020 1:48 PM

* The Asset Property Request for Relief Form 0000001168 for Asset Tag 495000278179 and Description WATERS 2480 HPLC SYSTEM was returned to AO Designee for revision. Rejection Comment: MISSING WITNESS AND CERT OF DISPOSAL Please log into FAST through MyUSF. Once logged in select Asset Management > Transfer and Relief Requests > Accountable Officer Approval. Please review the request and add any missing information or attachments.

Should an AO/D send back a form to the AM Office after the AM Review Board approved the request AND said request was missing a needed attachment/incorrect attachment provided, the AM Office will reject the request back to the AO/D. This is different than the other levels of rejection where it goes back to the Submitter. Since the AM Review Board has already approved and only additional steps are needed to complete it makes no sense to send the form back to the beginning to go through all the approvals process again. Please take the corrective action necessary, or have someone take the corrective action necessary. Once complete re-approve to send back to AM.

Common Rejection Reasons

The listing below contains the most common rejection reasons the AM Office will use to return the request for revision. This listing is not all inclusive.

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