

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 document is 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





🚇 Query Manager	Query Manager
F Search Sig Auth By Chartfield	Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Query Create New Query
👪 Transfer Request	*Search By Query Name
Request For Relief	
AM Form Approval History	
Accountable Officer Approval	

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

Query Manager

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

-	*Search By Query Name Search Advanced Search	begins with	U_AS	SETS_BY_MY_D	EPARTN	IENT				
С	Search Results *Folder View All Folders heck All Uncheck All	•]	*Action - Cl	100SE	•	Go				
Que	ſy				Per	rsonalize	Find \	/iew All	@ 🔣	First 🕚 1 of 1 🕑 Last
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
	U_ASSETS_BY_MY_DEPARTMENT		Public	USF_AM	Edit	HTML	Excel	XML	Schedule	Lookup References



U_ASSETS_BY_MY_DEPARTMENT

Depart OR Tag	ment ID L Number L	ike %	5000246158															
View R	esults																	
ASSET ID	TAG NUMBER	ASSET STATUS	ASSET TAGGABLE ?	ASSET DESCRIPTION	MANUFACTURER	MODEL	SERIAL ID	IN SERVICE DATE	ACQUISITION DATE	END DEPRECIATION DATE	CF SEQ NO	FUND	ACCOUNT	DEPARTMENT ID	PRODUCT	INITIATIVE	PROJECT ID	LOCATION

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.

U_ASSETS_B	BY_MY_DEPA	RTMEN	Т																_
Department ID OR Tag Number View Results Download result View All	Like % 4950002 Like % 4950002 ts in : Excel Spr	46158 readSheet	CSV Text File	XML File (2 kb)															
ASSET ID	TAG NUMPER	ASSET	ASSET TAGGABLE ?	ASSET	MANUFACTURER	MODEL	SERIAL	IN SERVICE DATE	ACQUISITION DATE	END DEPRECIATION DATE	CF SEQ NO	OPERATING UNIT	FUND	ACCOUNT	DEPARTMENT ID	PRODUCT	INITIATIVE	PROJECT ID	
1 00000248215	495000246158	In Service	Y	UPGRADE FOR D8 FOCUS SYSTEM SE				12/21/2009	12/21/2009	11/30/2018	Q	TPA	20000	18520	125300	000000	0000000	1253103100	1
2 002000248276	6 4950002 6158	In Service	Y	UPGRADE FOR D8 FOCUS SYSTEM SE				12/21/2009	12/21/2009	11/30/2018	1	TPA	18300	18520	125300	000000	DEPTMNT		1

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 <u>MUST</u> 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.



U_ASSETS_BY_MY_DEPARTMENT

Department ID I OR Tag Number I View Results Download results View All	like % [75181 readShee	t CSV Text	t File XML Fil	e (1 kb)							Use	d to I AO	Determi /AOD	ine			
ASSET ID	TAG NUMBER	ASSET	ASSET TAGGABLE ?	ASSET	MANUFACTURER	MODEL	SERIAL	IN SERVICE DATE		END DEPRECIATION DATE	CF SEC NO	OPERATING	FUND	ACCOUNT	DEPARTMENT	PRODUCT	INITIATIVE	PR
1 000000320534	495000275181	In Service	Y	36"X72"X1 OPTICAL TABLE	тмс	CLEANTOP II	NONE	11/26/2014	11/26/2014	10/31/2023	0	TPA	10000	18520	125 <mark>3</mark> 00	CAS016	0102593	

Below are the results for an asset which <u>IS</u> 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.

U_ASSETS_BY_MY_DEPARTMENT

Department ID I	Like %														
OR Tag Number I	Like % %27518	1 ×													
View Results															
Download result	s in : Excel Spi	readSheet	CSV Text File	XML File (1 kb)											
View All															
ASSET ID	TAG NUMBER	ASSET STATUS	ASSET TAGGABLE ?	ASSET	MANUFACTURER	MODEL	SERIAL	IN SERVICE DATE	ACQUISITION DATE	END DEPRECIATION DATE	CF SEQ NO	OPERATING UNIT	FUND	ACCOUNT	DEPARTMENT ID
1 000000320534	495000275181	In Service	Y	36"X72"X1 OPTICAL TABLE	TMC	CLEANTOP	NONE	11/26/2014	11/26/2014	10/31/2023	0	TPA	10000	18520	125300

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.



U_ASSETS_BY_MY_DEPARTMENT



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

Sig Auth - Sea	arch by Chartfld						
 Search Crite 	ria						
	Project						
	Initiative						
	Fund Code						
Operating Unit	and Deptid TPA125300	Search	Reset Criteria				
Signature A	uthorization Inquiry R	esults			Personalize Find	View All 🔄	First 1 of 1 🛞 Last
Signature Au	Ithorization Details						
Routing Name	Role Name	User ID	Empl ID	Name	Telephone	Mail Drop	Email Address

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

Click Search

Sig Auth - Sea	rch by Chartfld						
 Search Criter 	ia						
Operating Unit	Project	Search	Reset Criteria				
Signature A	uthorization Inquiry R	esults			Personalize Find Vie	w All 🖾 📗	First 🐠 1-16 of 20 🕑 Last
Signature Au	thorization Details	=					
Routing Name	Role Name	User ID	Empl ID	Name	Telephone	Mail Drop	Email Address
TPA125300	Accoulable Officer Designee	DEJOHNSO	00000021143	Johnson,Dale E	813/974-5125	PHY114	dalejohnson@usf.edu

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



Sig Auth - Sea	rch by Chartfld							
Search Criteria	а							
	Project							
	Initiative	↓ ↓						
	Fund Code]						
Operating Unit	and Deptid TPA1253	300 Search	Reset Criteria					
Signature Au	uthorization Inquiry	y Results				Personalize Find Vie	w All 🔄 🔠	First 🕢 1-12 of 12 🕟 Last
Signature Au	thorization Details							
Routing Name	Used in Workflow	Role Name	User ID	Empl ID	Name	Telephone	Mail Drop	Email Address
TPA125300		Accountable Officer	WITANACH	00000011395	Witanachchi,Sarath	813/974-2789	ISA 2019	THERBY@USF.EDU
TPA125300		Accountable Officer Designee	RLARSEN	00000041669	Larsen,Randy W	813/974-9582	SCA528	THERBY@USF.EDU
TPA125300		Accountable Officer Designee	U85188457	0000058090	Kanouff,Daniel A	813/974-2421	CPR107	THERBY@USF.EDU
TPA125300		Accountable Officer Designee	U10206875	0000013666	Shimizu,Toru	813/974-0352	CPR 107	THERBY@USF.EDU
TPA125300		Accountable Officer Designee	NIRMALA	00000084222	Joseph,Nirmala	813/974-7284	ISA2019	THERBY@USF.EDU
TPA125300		Accountable Officer Designee	LGWOODS	0000048284	Woods,Lilia M	813/974-7351	ISA 2019	THERBY@USF.EDU
TPA125300		Accountable Officer Designee	EEISENBE	00000012222	Eisenberg,Eric M	813/974-2804	CPR107	THERBY@USF.EDU

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 Researchmust



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.

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

Request Number	er PRR	NEXT		Tag Number 495000274	841 5	Status Pending
		REQU	EST FOR	RELIEF FROM PROPERTY	ACCOUNTABILITY	
allure to complet	te the appi	opriate requirer	ments/atta v	ach documentation per the typ vill be considered un-located/	pe of request will resul /missing.	It in the asset remaining in-service and
Department Na	ame PHY	SICS				
Contact Name	Sha	w,Noelella T			Telephone	813/974-
Email Address	-	@USF	EDU		View Com	ments 3
Comme	ents					
				TYPE OF REQUES	т	
Salvage/Sur	rplus					
Cannibaliza	tion					
O Un-located		Supplemental	Form			
⊖ Stolen						
Trade-In						
OE-Bid						
O Vehicle Bid						
Donation						
Other						
Other						
Other						
Other				VEHICLE INFORMAT	ION	
Other			Year	VEHICLE INFORMAT	ION	Odometer Reading
Other			Year	VEHICLE INFORMAT	10N 0N	Odometer Reading
Other			Year	VEHICLE INFORMAT	ION ON	Odometer Reading
Other	495000274	1841	Year	VEHICLE INFORMAT	ION ON Asset Identifica Model	Odometer Reading
Other	495000274 ON SOUR	1841 RCE CONTROL	Year	VEHICLE INFORMAT	ION ON Asset Identifica Model Serial ID 294-	Odometer Reading
Other	495000274 ON SOUR SPECS	1841 ICE CONTROL	Year	VEHICLE INFORMAT	ION Asset Identifica Model Serial ID 294- Acquisition Dat	Odometer Reading
Other	495000274 ON SOUR SPECS SA1053	1841 ICE CONTROLI	Year	VEHICLE INFORMAT	ON Asset Identifica Model Serial ID 294- Acquisition Dat	Odometer Reading
Other Other ehicle Make ag Number escription lanufacturer sset Location Unit	495000274 ON SOUR SPECS SA1053 TPA	1841 ICE CONTROLI Fund	Year	VEHICLE INFORMAT	ON Asset Identifica Model Serial ID 294- Acquisition Dat Project 12531	Odometer Reading
Other Other ehicle Make escription lanufacturer sset Location Unit Total Cost	495000274 ON SOUR SPECS SA1053 TPA	1841 ICE CONTROLI Fund 3136	Year [LER 20000 50.00	VEHICLE INFORMAT	ION Asset Identifica Model Serial ID 294- Acquisition Dat Project 12531 Net Book Value	Odometer Reading
Other Other	495000274 ON SOUR SPECS SA1053 TPA	1841 ICE CONTROLI Fund 3138	Year LER 20000 50.00 ACC	VEHICLE INFORMAT	ION Asset Identifica Model Serial ID 294- Acquisition Dat Project 12531 Net Book Value	Odometer Reading ation 000000319270 -14.08 te 03/20/2014 105300 20029.15
Other Other ehicle Make ag Number escription lanufacturer sset Location Operating Unit Total Cost	495000274 ON SOUR SPECS SA1053 TPA	1841 ICE CONTROLI Fund 3138	Year [LER 20000 50.00 ACC	VEHICLE INFORMAT	ION Asset Identifica Model Serial ID 294- Acquisition Dat Project 12531 Net Book Value FORMATION	Odometer Reading ation 000000319270 -14.08 te 03/20/2014 105300 20029.15
Other Other ehicle Make ag Number escription lanufacturer sset Location Unit Total Cost AO/Designee Telephone	495000274 ON SOUF SPECS SA1053 TPA	1841 ICCE CONTROLI Fund 3135	Year [LER 20000 50.00 ACC	VEHICLE INFORMAT	ION Asset Identifica Model Serial ID 294- Acquisition Dat Project 12531 Net Book Value FORMATION	Odometer Reading

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 AMApprovals History page which provides a listing of all the approvals for the form. The AMApprovals Historypage 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 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.



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 AssetComments 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.

		TYPE OF REC	QUEST	
Salvage/Surplus	Reason for Reque	st		
Cannibalization	O Damaged	Obsolete	Excess	Outdated Technology
Un-located				
Stolen				
Trade-In	After AO receives no of disposal and appro	tification of approval from	the Asset Managemen es for final actions	t Review Board, AO must attach certifica
-		We to return to Aim Dervic	es for intal accors.	
E-Bid				
E-Bid Vehicle Bid				
E-Bid Vehicle Bid				

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 S	Stolen
	TYPE OF REQUEST
 Salvage/Surplus Cannibalization Un-located Stolen Trade-In E-Bid Vehicle Bid Donation Other 	Supplemental Form

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
Salvage/Surplus Cannibalization Un-located Stolen Trade-In	Requisition ID PO Number
 E-Bid Vehicle Bid Donation Other 	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	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.
Vehicle Bid Donation Other	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	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)
Donation Other	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.

- 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.

	VE	HICLE INFORMATION	
Vehicle Make	Year	Vehicle VIN #	Odometer Reading

Donation	
	TYPE OF REQUEST
Salvage/Surplus Cannibalization Un-located Stolen Trade-In E-Bid	Steps for Completion: 1. Submitter must attach letter of intent to donate to non-profit along with certificate of non profit status.
Vehicle Bid Opnation	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.

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	
 Salvage/Surplus Cannibalization Un-located Stolen Trade-In E-Bid Vehicle Bid Donation Other 	Submitter must attach let documentation of accepta	ter stating intent to transfer/return. Up ance from other agency. AO then app	oon approval by AM Review Board, AO must attach roves to send to AM for final actions.
			N
Vehicle Make	Year	Return to Supplier Returned to Sponsor Transfer - Research Foundation Transfer In-State Agency Transfer Other In-State Univ	나궁 Odometer Reading
Tag Number 49500008	35685	Transfer Out of State Agency Transfer to USF Foundation	Identification 000000200281

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 anumber 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.



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



riequeat nulli	her DDI	NEXT	T	a Number 405000	274841	Statue Do	adina	
			10	ig number 495000.	274041	Status Per	naing	
		REQUE	ST FOR REL	IEF FROM PROPER	CTY ACCOUNTABI	LITY		
Failure to comple	ete the ap	propriate requirem	ents/attach de	ocumentation per the	e type of request will	result in the ass	et remaining in-service	and
			will be	e considered un-locat	ted/missing.			
Department I	Name Ph	HYSICS						
Contact Nam	e Sh	naw, Noelella T			Telep	hone 813/974-	-	
Email Addres	s e	@USF.	EDU		View	Comments		
Comr	ments							
				TYPE OF REQU	EST			
Salvage/S	urplus	Reason for R	equest					
Cannibaliz	ation	 Damaged 	I C	Obsolete	Excess	Outdate	ed Technology	
O Un-located	ł	1						
Stolen								
⊖ Trade-In		After AO receiv	es notification	of approval from the	e Asset Managemer	t Review Board,	AO must attach certifie	cate
CE-Bid		or disposar and	approve to le	AUT TO AN DELVICES				
Vehicle Bi	d							
Opnation								
Other								
			1	/EHICLE INFORM	ATION			
Vehicle Make			Year	Vehicle VIN #	ATION	Odome	eter Reading	
Vehicle Make			Year	VEHICLE INFORM		Odome	eter Reading	
Vehicle Make	4950002	74941	Year	VEHICLE INFORM	ATION ATION Asset Ide	Odome	eter Reading	
Vehicle Make	4950002	74841	Year	VEHICLE INFORM	ATION TION Asset Iden Model	Odome	eter Reading	
Vehicle Make	4950002 ION SOL	74841 JRCE CONTROLL	Year	VEHICLE INFORM	ATION Asset Iden Model Serial ID	Odome ntification 000 294-14.08	eter Reading	
Vehicle Make Fag Number Description Manufacturer	4950002 ION SOL SPECS ISA1053	74841 JRCE CONTROLL	Year	VEHICLE INFORM	ATION Asset Iden Model Serial ID Acquisitio	Odome ntification 000 294-14.08 m Date 03/2	eter Reading	
Vehicle Make Fag Number Description Manufacturer Asset Location Operating	4950002 ION SOL SPECS ISA1053 TPA	74841 JRCE CONTROLL Fund	Year ER 20000 De	Vehicle VIN #	ATION Asset Iden Model Serial ID Acquisitio Project	Odome ntification 000 294-14.08 in Date 03/2 1253105300	eter Reading	
Vehicle Make Tag Number Description Manufacturer Asset Location Operating Unit	4950002 ION SOL SPECS ISA1053 TPA	74841 JRCE CONTROLL Fund	Year ER 20000 De	Vehicle VIN #	ATION Asset Iden Model Serial ID Acquisitio Project Net Book	Odome ntification 000 294-14.08 In Date 03/2 1253105300	eter Reading 000319270 0/2014 20029 15	
Vehicle Make Tag Number Description Manufacturer Asset Location Operating Unit Total Cost	4950002 ION SOL SPECS ISA1053 TPA	74841 JRCE CONTROLL Fund 3135	Year ER 20000 De 0.00	Vehicle VIN #	ATION Asset Ider Model Serial ID Acquisitio Project Net Book	Odome ntification 000 294-14.08 n Date 03/2 1253105300 Value	eter Reading 000319270 0/2014 20029.15	
Vehicle Make Tag Number Description Manufacturer Asset Location Operating Unit Total Cost	4950002 ION SOL SPECS ISA1053 TPA	74841 JRCE CONTROLL Fund 3135	Year ER 20000 De 0.00 ACCOUN	Vehicle VIN # ASSET INFORMA	ATION Asset Ide Model Serial ID Acquisitio Project Net Book	Odome ntification 000 294-14.08 n Date 03/2 1253105300 Value	eter Reading 000319270 0/2014 20029.15	
Vehicle Make Fag Number Description Manufacturer Asset Location Operating Unit Total Cost	4950002 ION SOL SPECS ISA1053 TPA Woods,L	74841 JRCE CONTROLL Fund 3135	Year ER 20000 De 0.00 ACCOUN	Vehicle VIN # ASSET INFORMA apartment 125300	ATION Asset Iden Model Serial ID Acquisitio Project Net Book INFORMATION	Odome ntification 000 294-14.08 in Date 03/2 1253105300 Value	eter Reading 0000319270 0/2014 20029.15	
Vehicle Make	4950002 ION SOL SPECS ISA1053 TPA Woods,L 813/974	74841 JRCE CONTROLL Fund 3135	Year ER 20000 De 0.00 ACCOUN	Vehicle VIN # Vehicle VIN # ASSET INFORMA epartment 125300 ITABLE OFFICER all @@US	ATION Asset Iden Model Serial ID Acquisitio Project Net Book INFORMATION	Odome ntification 000 294-14.08 m Date 03/2 1253105300 Value	eter Reading 0000319270 0/2014 20029.15	
Vehicle Make Fag Number Description Manufacturer Asset Location Operating Unit Total Cost AO/Designee Telephone	4950002 ION SOL SPECS ISA1053 TPA Woods,L 813/974	74841 JRCE CONTROLL Fund 3135	Year ER 20000 De 0.00 ACCOUN	VEHICLE INFORM	ATION Asset Ide Model Serial ID Acquisitio Project Net Book INFORMATION 	Odome ntification 000 294-14.08 n Date 03/2 1253105300 Value	eter Reading 000319270 0/2014 20029.15	
Vehicle Make Tag Number Description Manufacturer Asset Location Operating Unit Total Cost AO/Designee Telephone	4950002 ION SOL SPECS ISA1053 TPA Woods,L 813/974	74841 JRCE CONTROLL Fund 3135	Year ER 20000 De 0.00 ACCOUN Em:	Vehicle VIN # ASSET INFORMA apartment 125300 TABLE OFFICER all @@US Submit	ATION ATION Asset Ider Model Serial ID Acquisitio Project Net Book INFORMATION F.EDU	Odome ntification 000 294-14.08 m Date 03/2 1253105300 Value	eter Reading 0000319270 0/2014 20029.15	

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.

Look op Hord	obigitoo			Help
Name 2 be	egins with \$	Woods]
Routing Name be	egins with \$)]
LOOK Up	Clear	Cancel	Basic Lookup	
Search Results	Clear	Cancel	Basic Lookup	
Search Results	1-2 of 2	Eancel	Basic Lookup	
Search Results View 100 First	1-2 of 2 Routing Na	Last	Basic Lookup	
Look Up Search Results View 100 First Name 2 Woods,Brett	1-2 of 2 Routing Na TPA21130	Last	Basic Lookup	

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.

Look Up AO	/Des	ignee			×
					Help
Name 2	begi	ns with \$)		
Routing Name	begin	ns with \$	TPA1253	00	1
Look Up	Cle	ear	Cancel	Basic Lookup	
Search Resul	lts				
View 100 First	t 🕚	1-2 of 2	Last		
Name 2		Routing I	Name		
Rabson, David A	\	TPA1253	300		
Woods,Lilia M		TPA1253	300		
3					

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.



Request for Relief				
Request Number	PRR 000000855	Tag Number 495000274841	Status	Pending
	REQUEST	FOR RELIEF FROM PROPERTY ACCOUNT	NTABILITY	
Failure to complete the	e appropriate requirements	s/attach documentation per the type of required will be considered un-located/missing.	lest will result in the	e asset remaining in-service and
Department Name	PHYSICS			
Contact Name	Shaw, Noelella T		Telephone 813/9	974-
Email Address	@USF.EDU		View Comments	Attachments
Comments				

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.

equest Number PF	RR 000000855		Tag Number 4950	000274841	
ttachments	P	ersonalize	Find 2	First 🕙 1 of 1 🕑	Last
Form Number	Attached File	Last Update User ID	File Description	Add Attachment	
000000855		TSHAW		Add Attachment	-

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.

	Request No	umber PRR 0000000817	Tag N	Number 49500027	5322			
	Attachments	3		Per	sonalize Find 💷 🔣	First 🕚 1-2 of 2 🕑 Last		
	Form Number	Attached File	Last Update User ID	File Description	View Attachment	Delete Attachment		
1	000000817	LETTER_OF_INTENT_TO_DONATE.pdf	TSHAW		View Attachment	Delete Attachment	+	-
14	2 000000817	PROOF_NON_PROFIT.pdf	TSHAW [View Attachment	Delete Attachment	The second	, 🖃

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

Attachment	S			Persona	lize Find 🖾 🔣 👘 First 🕚	1-3 of 3 🕑 Last	
Form Number	Attached File	Last Update User ID	File Description	Add Attachment	View Attachment	Delete Attachment	
1 000000817	LETTER_OF_INTENT_TO_DONATE.pdf	TSHAW			View Attachment	Delete Attachment	
2 000000817	PROOF_NON_PROFIT.pdf	TSHAW			View Attachment	Delete Attachment	
3 000000817		TSHAW		Add Attachment			-
Save	Return to Search		Submit	k	Start New	v Add	
I ouro	C Return to bearon Notity					Add +	

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



Message			
ASSET MANAGEMENT FORM has been submitted to (0,0)	AO/D@USF.EDU	AO/D NAME	I for approval of Form 000000855

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		
- Asset Management Form Approval Notification		
F@forest.usf.edu	S Reply Seply All	→ Forward
		Tue 3/10/2020 1:39 PM

* The Asset Property Request for Relief Form 0000001168 for Asset Tag 495000278179 and Description WATERS 2480 HPLC SYSTEM was returned for revision. Rejection Comment: NEED LETTER OF WHY DISPOSING GREATER THAN \$1,000 Please log into FAST through MyUSF. Once logged in select Asset Management > Transfer and Relief Requests > Request for Relief. Thank you.

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.

FASTTEST - Asset Management Form Approval Notification				
FASTTEST_Do_Not_Reply@forest.usf.edu To CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	S Reply	≪ Reply All	→ Forward Tue 4/13/2021 9	••• 9:34 AM
* The ASSET Property Request for Relief Form	ecription GP		METER has h	heen

* The ASSET Property Request for Relief Form **Exercised** for Asset Tag **Exercised** and Description GRIP STRENGTH METER has been approved by the AM Review Board and requires ACTION and APPROVAL. Please log into FAST through MyUSF. Once logged in select Asset Management > Transfer and Relief Requests > Accountable Officer Approval and click Search.

Common Rejection Reasons

Asset (Property) Relief Request Form Entry 05.24.2022 - 26



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 <u>asset-help@usf.edu</u>



* 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		
Request For Prope	erty Relief	
Enter any information you	ou have and click Search. Leave fields b	lank for a list of all values.
Find an Existing Value	ue Add a New Value	
Search Criteria		
Business Unit be	gins with ♦	Q
AM Form Number beg	egins with \$	
AM Form Type beg	egins with \$	Q
Tag Number beg	gins with 🛊	
Asset Identification be	egins with \$	Q
Name	egins with \$	
Case Sensitive		
Down Di	Desis Courts	the size
Search Clear	Basic Search 🖾 Save Search Cr	Itena

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



Request For Property Relief

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

M Form Number begins with \$ 0000000818 AM Form Type begins with \$ 0000000818 Tag Number begins with \$ 0000000818 Set Identification begins with \$ 0000000818 Calculation begins with \$ 00000000818 Calculation begins with \$ 0000000818 Calculation begins with \$ 00000000818 Calculation begins with \$ 00000000000000000000000000000000000	Business Unit	begins with \$	USF01	Q
AM Form Type begins with \$	AM Form Number	begins with \$	000000818	Q
Tag Number begins with \$	AM Form Type	begins with \$		Q
set Identification begins with \$	Tag Number	begins with \$]
	sset Identification	begins with \$		Q
Name begins with 🜲	Name	begins with \$]

Enter the Business Unit of USF01

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

Click Search

AM Form Approva	al History		
Request Numbe	PRR 000000818		
Tag Numbe	495000275322	Asset Identification 0000003	20880
		Personalize	Find View All 🖾 🔣 First 🕚 1-5 of 5 🕑 Last
User ID	Date/Time Stamp	Form Status	Asset Comments
1 TSHAW	08/07/17 9:14:00AM	Pending	
2 TSHAW	08/07/17 9:14:33AM	Submitted	
3 LGWOODS	08/10/17 3:49:12PM	AO Approval Completed	
4 IWIGGINS	08/10/17 3:56:21PM	AM Staff Reviewed	
5 JCONDON	08/10/17 4:03:00PM	REJECTED, Requires Form Update	REJECT

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.



Request For Property Relief

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

Business Unit	begins with \$	USF01	Q
M Form Number	begins with \$	000000058	Q
AM Form Type	begins with \$		Q
Tag Number	begins with \$)	
sset Identification	begins with \$)	Q
Name	begins with \$		

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 000000023	Tag Number 4950002	20516 Status AM R	eview Board Approved
	REQUE	ST FOR RELIEF FROM PROPER	TY ACCOUNTABILITY	
Failure to complete the	ne appropriate requirem	ents/attach documentation per the will be considered un-locate	type of request will result in the asset d/missing.	remaining in-service an
Department Name Contact Name Email Address Comment	ENVIRONMENTAL H Shaw,Noelella T	HEALTH & SAFETY	Telephone 813/974- View Comments	Attachments
		TYPE OF REQUE	ST	CIANCLUM
Stolen Trade-In E-Bid Vehicle Bid Donation Other	Vehicle Bid Nu Steps for comp AO contacts ce Board Approva 3. Purchasing approves form	mber letion: Submit form for approvals. A rtified supplier/vendor 2. AO contac I. (Print this page) will handle the sale. 4. AO Enters V to send to AM Services for final ac	fter AM Review Board approves the f ts purchasing and provides Supplier i /ehicle Bid #, attach proof of sale/othe tions.	ollowing must occur: 1. info and copy of AM er documents 4. AO
		VEHICLE INFORM	TION	
Vehicle Make CHEV	Y	Year 2000 Vehicle VIN # 1	CHEVY2000TRUCK001 Odomete	r Reading
		ASSET INFORMA	FION	
Tag Number 495 Description 200 Manufacturer CHE Asset Location LTP	000220516 0-CHEVY-2500-TRUCK EVY 0014	(-WC#03-72	Asset Identification 00000 Model Serial ID Acquisition Date 11/30/1	0210614
Operating TPA Unit	Fund	10000 Department 028100	Project	
Total Cost	2030	9.72	Net Book Value	0.00
		ACCOUNTABLE OFFICER	NFORMATION	
AO/Declance Duff	v Christopher G			
AC/Designee	Journouphon o			
Telephone 813	/974	Email @united and @u	JSF.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.

Request for Relief Relief Attachments Request Number PRR 000000023 Tag Number 495000220516 Attachments Personalize Find Image: First Image: Image	est For Relief				
Request Number PRR 000000023 Tag Number 495000220516 Attachments Personalize Find First 1 of 1 Last Form Number Attached File Update File Description Add Attachment 1 000000023 TSHAW Add Attachment Image: Comparison	Request for Relief	Relief Attachments			
Attachments Personalize Find 2 1 First I of 1 Last Form Number Attached File Last Update File Description Add Attachment 1 000000023 TSHAW Add Attachment Image: Comparison of the second	Request Number	PRR 000000023		Tag Number 4950	000220516
Form Number Attached File Last Update User ID File Description Add Attachment 1 000000023 TSHAW Add Attachment •	Attachments	P	ersonalize	Find 🖓 🔣	First 🕚 1 of 1 🕑 Last
1 000000023 TSHAW Add Attachment	Form Numbe	er Attached File	Last Update User ID	File Description	Add Attachment
Poturn to Poliof Entry Page for Submission	1 000000023		TSHAW		Add Attachment
*Then: CLOSE "Request for Pallef" table) and Apr	Return to Relief Entry	Page for Submission		OR (APPROVALS C	NLY), Add/View Attachments as needed

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.