



Common Relief Request Rejection Reasons Explained

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.

Approving Accountable Officer/Designee cannot be witness - The approving Accountable Officer/Designee may not be the witness for a request. Another individual must be the witness. If the approving Accountable Officer/Designee was the witness of the removal of the asset, a request to transfer to a different Accountable Officer/Designee for the OPDP to do the approval must be sent to the Asset Help Desk.

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