

How to Request an Asset Disposal

This request is for items that have an asset tag assigned to them. A request is sent to the principal or department head for initial approval and then to Asset Management for the final approval.

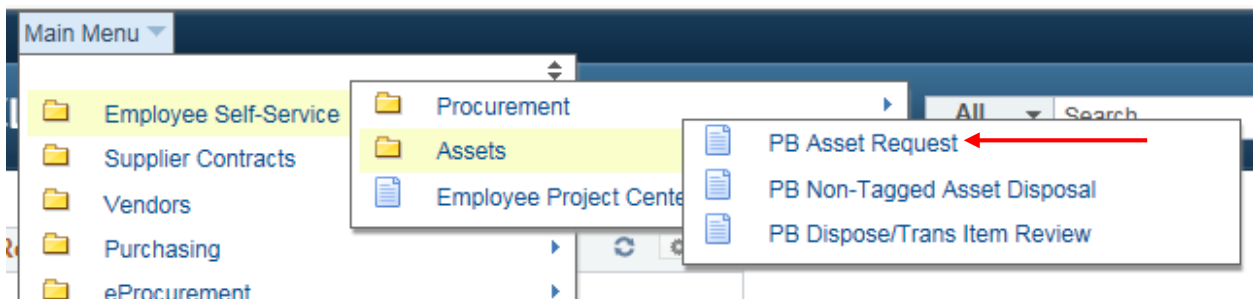
1. Log in to PeopleSoft



2. On the Homepage, click on the Financials tile



3. Navigate to: Main Menu → Employee Self-Service → Assets → PB Asset Request



4. Once you're on the *PB Asset Request* page, select Disposal from the *Request Type* dropdown menu. Next, enter your department/school number next to *Asset Location*. You may click the magnifying glass to search by location name if you are unsure of the number. Once you have selected the location, click on New Search to pull up a list of assets that you can dispose at the designated location.

The screenshot shows the Oracle PB Asset Request interface. At the top, there are navigation tabs: Favorites, Main Menu, Employee Self-Service, Assets, and PB Asset Request. The Oracle logo is on the left, and the user information 'User: TELFAIR DB: FNUPQA' is on the right. Below this is a search bar with 'All' and a search input field. The main section is titled 'Originator' and contains a form with the following fields:

- *Request Type: A dropdown menu with 'Disposal' selected. A red arrow points to this dropdown.
- Asset Location: A text input field with a magnifying glass icon. A red arrow points to the magnifying glass.

 To the right of the form is a 'Link to help function' text. Below the form is a section titled 'Asset Search Criteria' with a 'Retrieve' button, a text input containing '9999', and the word 'Rows'. A red arrow points from the 'Asset Search Criteria' section to a 'New Search' button.

Search Result Message:

- a. You may further refine your search by filling out criteria under *Asset Search Criteria*
 - i. The easiest way to search is to simply enter in the Tag Number. Doing this limits you to one asset per request.

The screenshot shows the 'Asset Search Criteria' section of the Oracle PB Asset Request interface. It contains several filter fields:

- Business Unit: A text input field with 'SDPBC' entered and a magnifying glass icon.
- Department: A text input field with a magnifying glass icon.
- Asset Category: A text input field with a magnifying glass icon.
- Serial ID: A text input field.
- Asset Identification: A text input field.
- Tag Number: A text input field.
- Asset Profile ID: A text input field with a magnifying glass icon.

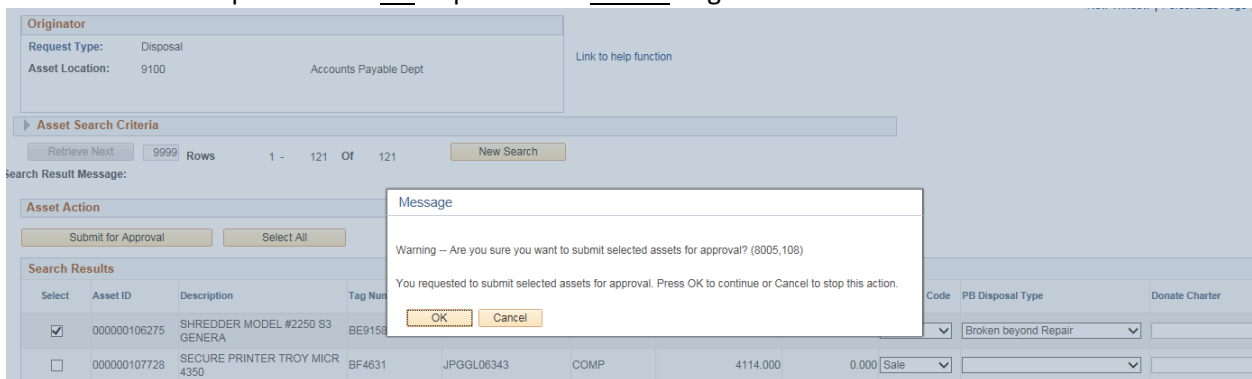
 To the right of these fields is a 'More Filter Options' link. Below this section is the 'Acquisition Details' section, which includes fields for PO Business Unit, Receipt Unit, AP Business Unit, PO Number, Receipt Number, and Voucher ID, each with a magnifying glass icon.

5. Your search results should show something that looks like this:

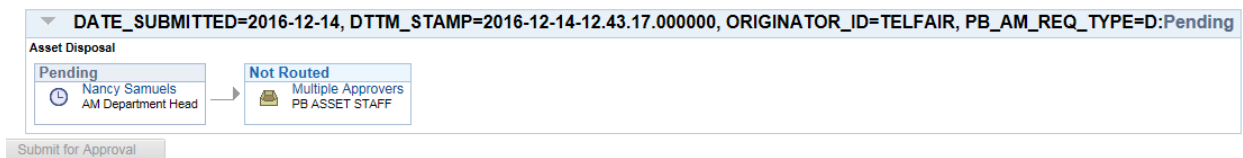
The screenshot shows the search results table in the Oracle PB Asset Request interface. The table has the following columns:

Select	Asset ID	Description	Tag Number	Serial ID	Category	Cost	Net Book Value	*Disposal Code	PB Disposal Type	Donor Charter	Net for Profit	Detail	Comments	Attachments
<input type="checkbox"/>	00000190275	SHREDDER MODEL #2250 S3 GENERA	BE9158	A914046	FFE	1939.100	0.000	Sale				Detail		Attachments
<input type="checkbox"/>	000000107728	SECURE PRINTER TROY MICR 4350	BF4631	JPGGL06343	COMP	4114.000	0.000	Sale				Detail		Attachments
<input type="checkbox"/>	000000161004	PO for Property Tags Printer	DB4991	03C08181085	COMP	1372.000	0.000	Sale				Detail		Attachments
<input type="checkbox"/>	000000168367	TIME CLOCK	DB7221	031845			0.000	Sale				Detail		Attachments (1)
<input type="checkbox"/>	000000168946	TIME CLOCK	DB7241	031229			0.000	Sale				Detail		Attachments
<input type="checkbox"/>	000000168960	TIME CLOCK	DB7253	030088			0.000	Sale				Detail		Attachments (2)
<input type="checkbox"/>	000000174068	TIME CLOCK	DB7270	037635			0.000	Sale				Detail		Attachments
<input type="checkbox"/>	000000174069	TIME CLOCK	DB7271	031969			0.000	Sale				Detail		Attachments
<input type="checkbox"/>	000000176243	Tray MICR 4515n Secure Ex Phi	DB5024	CNDY251144	COMP	3965.000	0.000	Sale				Detail		Attachments

- a. Click on the Tag Number header to sort your list by Tag Number.
 - b. Select the white box next to the asset(s) that you'd like to dispose of. You may select more than one.
 - i. You can click on the Detail link next to the asset to see more information such as funding.
 - c. After you select your asset(s), you must choose a *Disposal Code*
 - i. Some disposal codes require additional information such as: PB Disposal Type, Donate Charter, Not for Profit, or an attachment.
 - ii. Click on the Link to help function to see the list of combinations needed for proper disposal. Or see Attachment 1 in this document for a breakdown of what is required for disposing of assets with correct codes (page 4).
6. After you select your *Disposal Code(s)* and *Disposal Type(s)* (If applicable), scroll to the bottom and click Submit for Approval.
- a. You will get a warning message to verify if you want to submit the asset(s) to be disposed. Click OK to proceed or Cancel to go back.



- b. Check to see if your request status is "Pending"



*** If you are disposing of an asset with E-Waste, be sure to set up the pick-up. This disposal request process is only used to dispose of the asset in the PeopleSoft database.

Disposal is a final status of an asset when it is removed from the inventory of assets.

Disposal Code – Required

- **Cannibal** - Cannibalized for other assets – Equipment that has been dismantled. Parts are used to salvage the use of another asset (with a different tag number).
 - Example > Hard drive removed and placed in an otherwise working computer.
- **Charter** - Donated to a Charter School – Asset that has been donated to a Charter School.
 - Example > Laptop has been donated to a Charter School.
 - Must have **Donate Charter** section completed.
- **Donated** - Donated to a Not for Profit Organization – Asset was donated to another government agency, private non-profit (501(c)(3)) agency, or is being used in the Digital Divide program.
 - Example > Tablet has been donated to a Boy Scout Troop.
 - Must have **Not for Profit** section completed.
- **Obsolete** - Asset that is no longer supported by the District for repairs and maintenance.
 - Example > Software that is outdated and not usable due to curriculum changes, computer that is >5 years old, equipment that is technologically outdated.
 - Must have **Disposal Type** section completed.
- **Sale** - (for use by select departments) – Asset is sold via auction site.
 - Example > Student desks are sold on the Auction Site.
 - Must have **Sale Documentation attached**.
- **Scrap** - Asset discarded as broken, to repair would exceed value or purchase price of a new one, or asset is otherwise not usable.
 - Example > Flat Screen TV is dropped and the screen shattered.
 - Must have **Disposal Type** section completed.
- **Theft** - Asset has obviously been stolen.
 - Example > A break-in has occurred and laptops removed.
 - Must have a **Police Report attached**.
- **Trade-In** - Asset that is given to a vendor in return for a reduced price on a different asset.
 - Example > A power supply is traded for a newer model.
 - Must coordinate with Purchasing Department.
 - Must have a **Quote or Invoice attached**.
- **Vehicle** - (for use by Transportation department) – Vehicle sold and title transferred.
 - Example > A bus is sold at the Vehicle Auction.
 - Asset Profile must be 'BUSES' <OR> 'CAR/TRUCK' only.
 - Must have **Auction and Proof of Payment Documentation attached**.

Disposal Type – Only Valid and Required if Disposal Code is 'Obsolete' **OR 'Scrap'.**

- If Asset is newer than 5 years **OR** Net Book Value > \$100
 - You can only use these disposal types:
 - 'Broken beyond Repair'
 - 'Cannibalized for another asset'
 - 'Repair too costly'
 - 'E-Waste'
- If Asset is older than 5 years **AND** Net Book Value < 100
- **OR** Transfer has been **Rejected** by Property Redistribution.
 - You can use the following disposal types:
 - 'Broken beyond Repair'
 - 'Cannibalized for another asset'
 - 'No longer supported'
 - 'Outdated Curriculum'
 - 'Repair too costly'
 - 'E-Waste'