

How to Request a Non-Tagged Asset Disposal

This request is NOT to be used for broken items or items being sent to E-Waste.

This request is intended for the transfer of usable items to the Property Redistribution Warehouse. A request is sent to the principal or department head for initial approval and then to Property Redistribution to decide if they will take the item(s) to their warehouse or have your school/department dispose of the item(s) yourself.

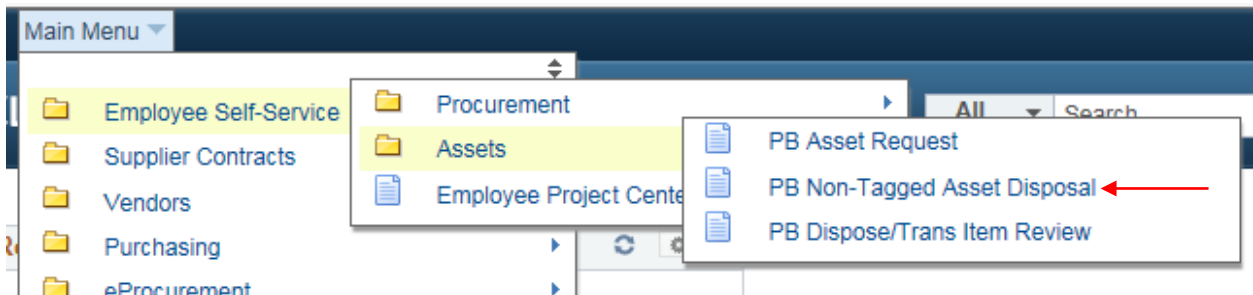
1. Log in to PeopleSoft



2. On the Homepage, click on the Financials tile



3. Navigate to: Main Menu → Employee Self-Service → Assets → PB Non-Tagged Asset Disposal



4. Enter your department/school number next to *Location Code*.
 - a. You can click on the magnifying glass to the right of the field to search for the location number by name if you are unsure of the number.
 - b. Click Add

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Assets ▾ > PB Non-Tagged Asset Disposal

ORACLE[®] User: TELFAIR DB: FNUPQA All ▾ Se

PB Non-Tagged Asset Disposal



[Add a New Value](#)


Originator:

Date Submitted:

Date/Time Stamp:

Request Type: ▾

Location Code:  



5. You must fill out all of the fields except Serial ID, Attachment, and Approval Comments. You may fill those three fields out if you'd like, but they are not required.
 - a. Scroll all the way to the right and you will see a plus and minus sign. Click the plus sign to add a line and the minus sign to remove a line. You may also use the keyboard codes Alt + 7 to add a line and Alt + 8 to remove a line.

PB Non-Tagged Asset Disposal

Originator			
Originator:	TELFAIR	Maria Telfair	Department
Date Submitted:	12/01/2016		
Request Type:	Non Tag		
Asset Location:	9100	Accounts Payable Dept	
Location To:	9171	Redistribution Warehouse	

[Submit](#)

Transaction Details

Asset Information							
	Approval Status	Description	Serial ID	Quantity	Disposal Reason	Building No	Room No
<input type="checkbox"/>	1						

Approval Comments

[Notify](#)

Personalize Find First 1 of 1 Last				
Contact Name	Contact Phone Number	Redistribution	Redistribute Reason	Attachments
				Attachments <input type="button" value="+"/> <input type="button" value="-"/>

- b. Once you fill out the information, click on Submit.

6. You will not get a warning message asking if you are sure you want to dispose of the items.
 - a. The request will be routed to your principal or department head for their approval.
 - i. He/she will be emailed about this request as well.

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ORACLE User: TELFAIR DB: FMUPQA All Search [Advanced Search](#) Add To New W

PB Non-Tagged Asset Disposal

Originator

Originator: TELFAIR Maria Telfair Department

Date Submitted: 12/01/2016

Request Type: Non Tag

Asset Location: 9100 Accounts Payable Dept

Location To: 9171 Redistribution Warehouse

Transaction Details

Asset Information

Approval Status	Description	Serial ID	Quantity	Disposal Reason	Building No	Room No	Contact Name
<input type="checkbox"/> 1 Pending	Chairs		3.0000	Excess	A	323	Maria

Approval Comments

DATE_SUBMITTED=2016-12-01, DTTM_STAMP=2016-12-01-10.51.41.000000, ORIGINATOR_ID=TELF AIR, PB_AM_REQ_TYPE=N:Pending

Non-Tagged Asset

Pending

Nancy Samuels
AM Department Head

→

Not Routed

Multiple Approvers
Property Redistribution