

## SUBMITTING AN ASSET DISPOSAL REQUEST

Submit these requests when an asset must be disposed of. It is important that you complete all the forms in each request completely.

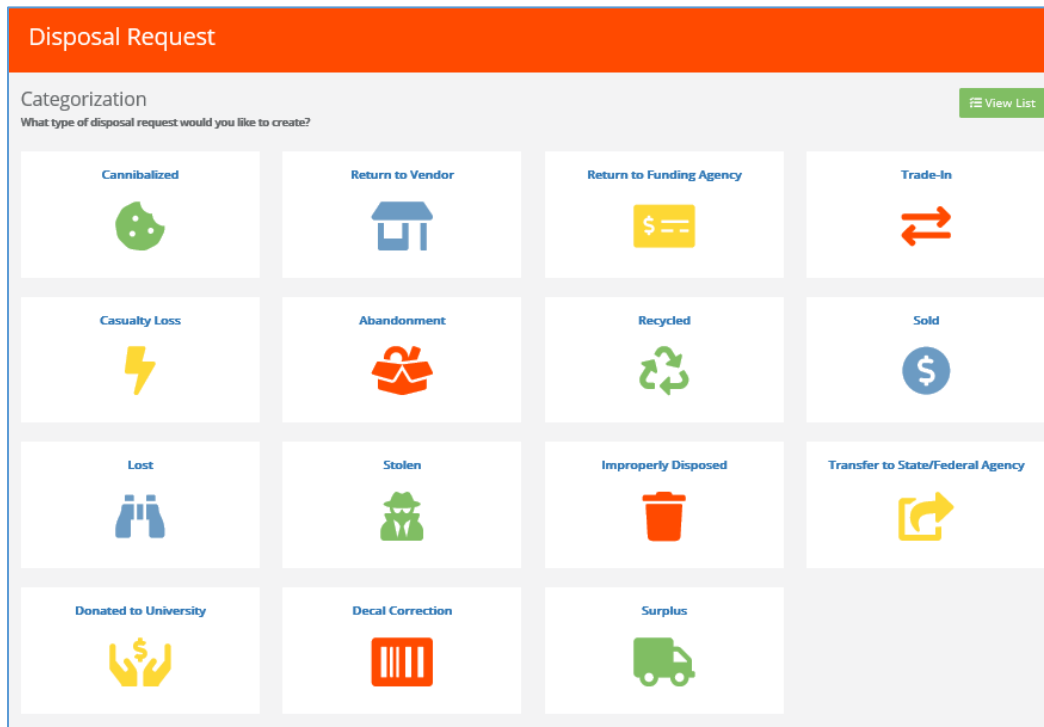
**DISPOSAL CATEGORIZATIONS**

- Cannibalized
- Return to Vendor
- Return to Funding Agency
- Trade-In
- Casualty Loss
- Abandonment
- Recycled
- Sold
- Lost
- Stolen
- Improperly Disposed
- Transfer to State/Federal Agency
- Donated to University
- Decal Correction
- Surplus

## NAVIGATION

Initial navigation for each of the disposal requests is the same. Begin by clicking [Requests > Disposal](#). You will land on the Disposal Requests page.

1. Click the [Start New Disposal button](#).
  - The Disposal Requests menu will appear.



2. Select the **icon** for the type of disposal you need to submit.

*This instruction guide uses cannibalization as an example.*

3. Review each of the tabs in this menu to enter information about the disposal.



4. Begin with **Assets**.
5. Select the **Search by Decal or Serial field** and begin entering the asset's description or decal number.
6. Select the **asset** you are cannibalizing.
7. Select **Details**.
8. Fill all the information on this form completely.
  - Describe how the asset was cannibalized.
  - Explain where leftover parts will be used, saved, or disposed of.
  - Select the **Search by Name or UFID** field and enter the UFID of the person who witnessed the disposal.
9. Select **Attachments**.
10. To add an attachment, click **Add Files** and upload the attachment from your computer.
11. Select **Notes**.
12. Add any additional information into the Notes field.
13. Select **Approvals** to see the required approvals for this request.

*The Approvals list will not display until after the request has been saved and submitted.*

14. Click the **Save and Submit** button.

*The disposal request now appears in the Pending Disposals queue and has a status assigned.*

## ADDITIONAL HELP

For further assistance, please e-mail [property@ufl.edu](mailto:property@ufl.edu), call Asset Management Services at 352-392-2556, or visit [the Asset Management website](#).