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.

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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.

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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, call Asset Management Services at 352-392-2556, or visit the Asset Management website.