TRANSFERRING AN ASSET

Submit this request when property needs to be transferred to another UF department. Property Custodians of both Dept IDs will need to complete the transfer. myAssets will route the request to the department receiving the assets for completion of the request. The system will route your request to Asset Management, who will process the request and update myUFL with the new information.

NAVIGATION

To create a transfer request:

1. From the Home menu, select **Requests**.
2. Click **Transfer**.
3. Click the **Start New Transfer button**.
4. Select the **Dept ID field** and enter the department information.
   - myAssets will automatically enter the Custodian name, department name, title of the custodian and phone number.
5. Click the **Add Asset button**.
6. Select the **Tag Number field** and search for the asset using the description or tag (decal) number.
7. Choose the **asset** you want to transfer.
8. If you have another asset to add, click the **Add Another button**. If that is all, click the **Add and Close button**.
   - PLEASE NOTE: You can only add assets that belong to the same custodian on one transfer request.
9. Enter any notes regarding this transfer in the **Notes field**.
10. Click the **check box** to certify that this transfer information is accurate and all sensitive data has been removed from the item.
11. Click the **Submit Transfer button**.

TO CHECK THE STATUS OF THIS REQUEST

1. From the Home menu, select **Requests**.
2. Click **Transfer**.
3. Click **Pending Transfers**.

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.