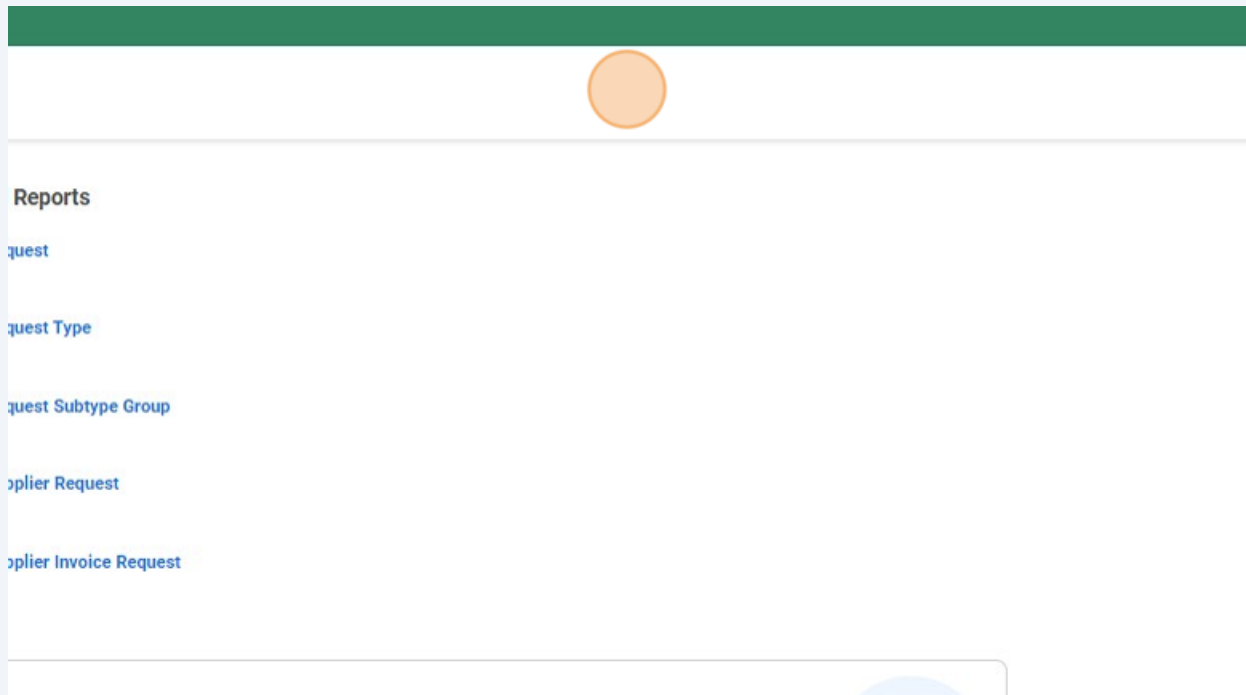


Create Request for Asset Disposal

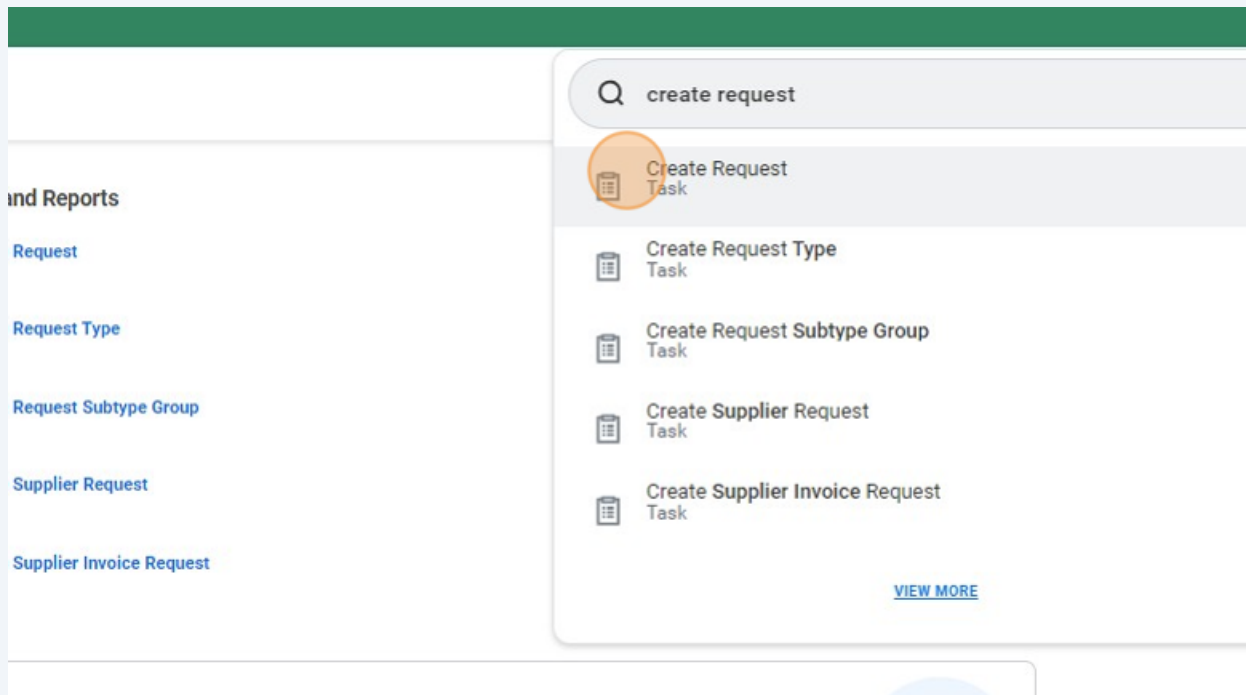
- 1 Click the "Search" field.



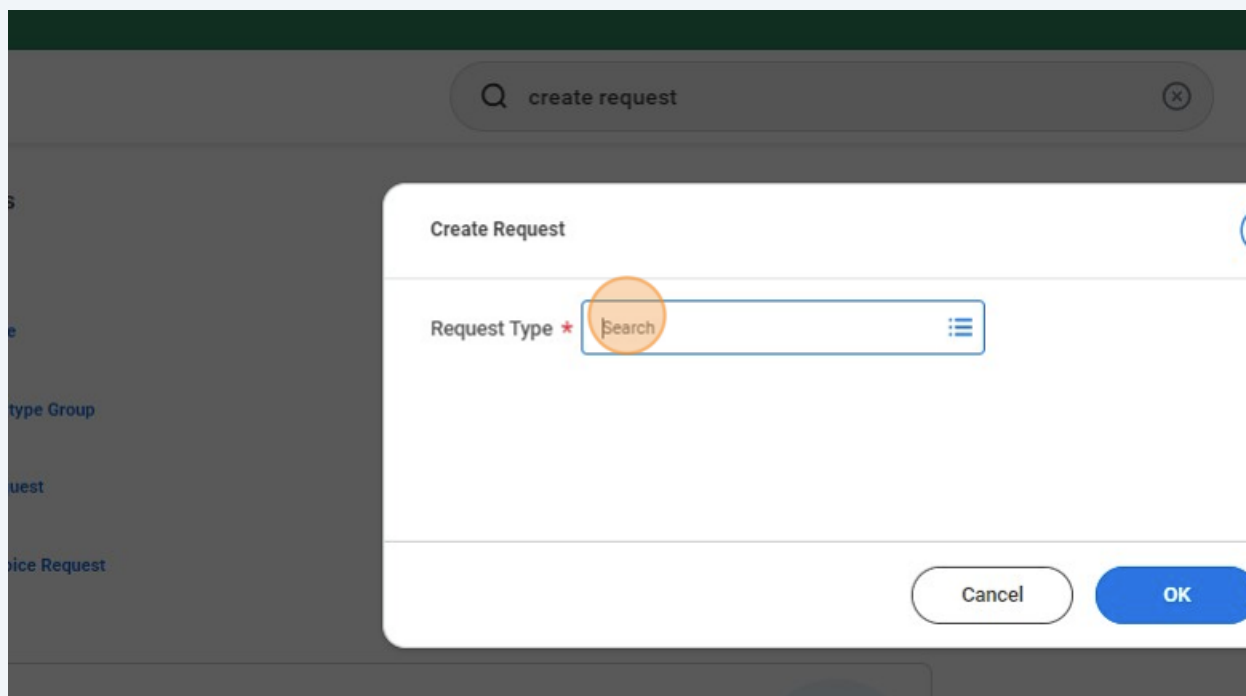
A screenshot of a web application interface. At the top, there is a dark green horizontal bar. Below it is a white search bar with an orange circle highlighting the input area. Underneath the search bar is a list of items, each preceded by a magnifying glass icon. The items are: "Reports", "quest", "quest Type", "quest Subtype Group", "upplier Request", and "upplier Invoice Request". The "upplier Invoice Request" item is highlighted with a light blue background. At the bottom right of the list, there is a blue circular button.

- 2 Type "create request" then hit **enter**

3 Click "Create Request" field.

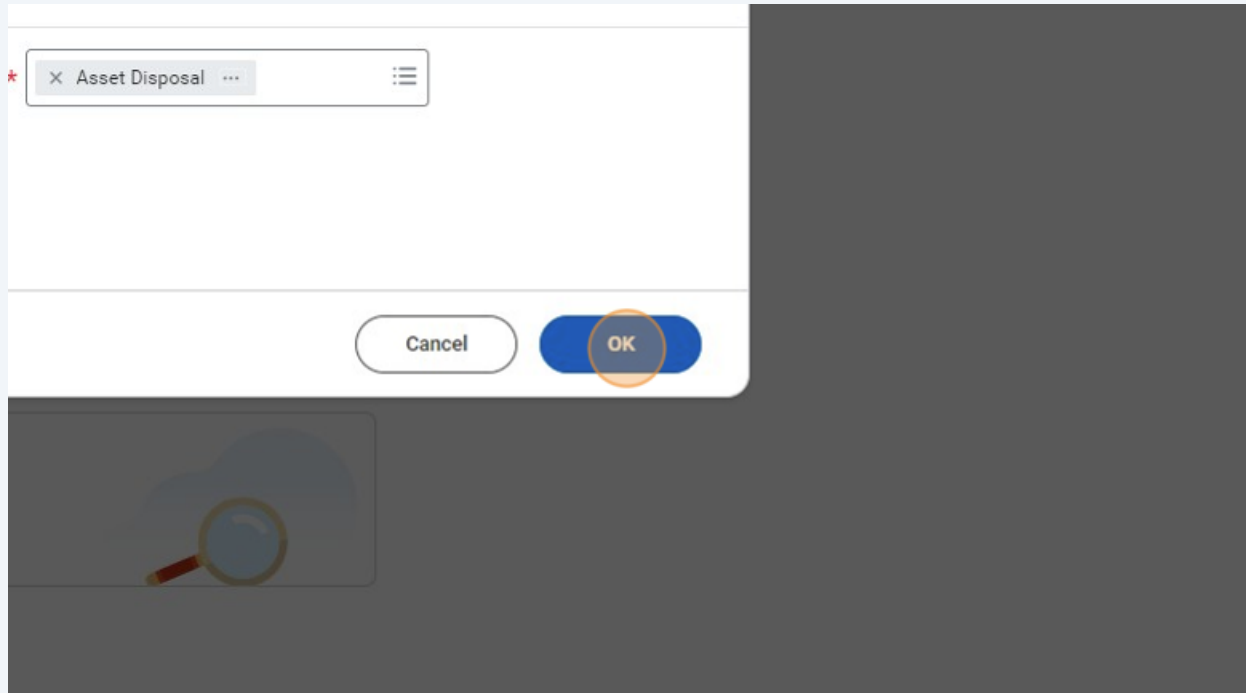


4 Click the "Request Type" field.

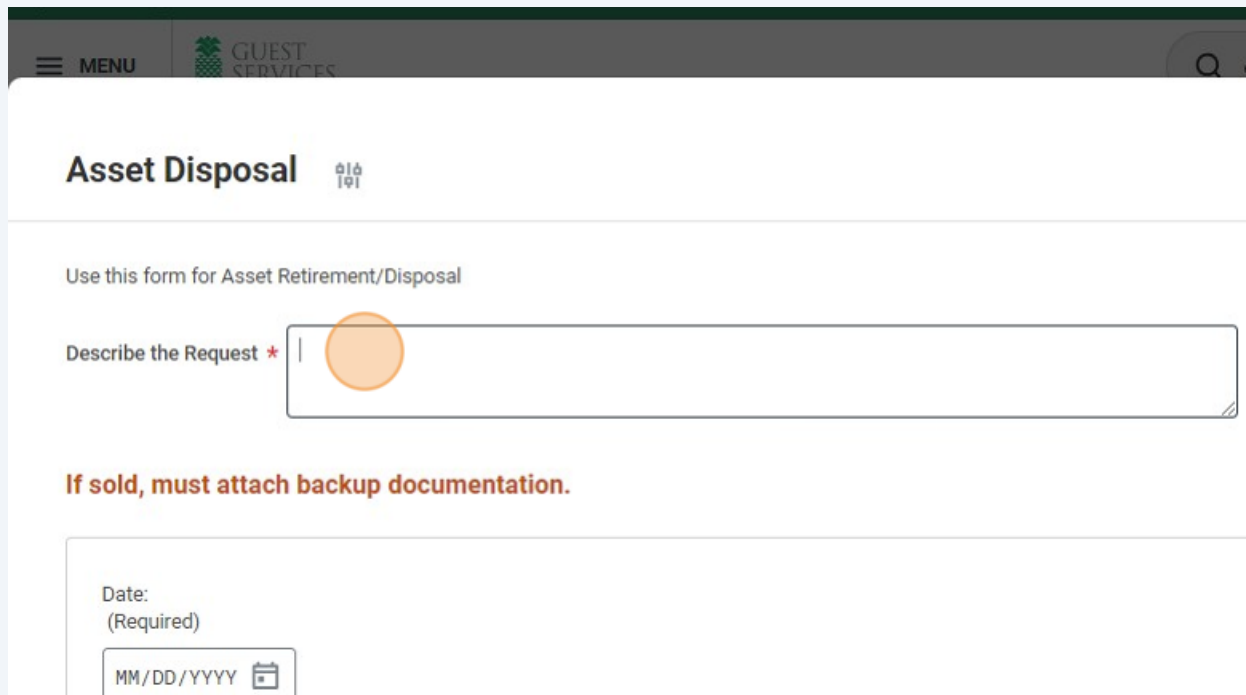



5 Type "asset disposal **enter**"

6 Click "OK"




- 7 Enter information in the "Describe the Request" field.




Asset Disposal  GUEST SERVICES

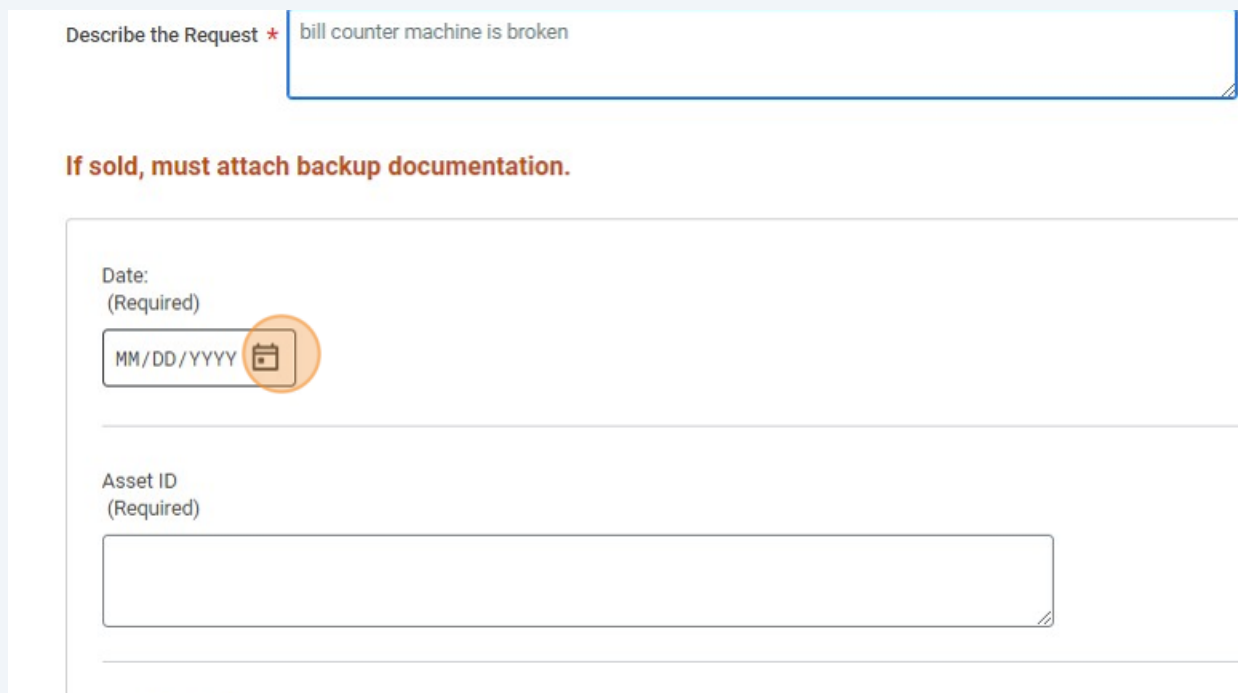
Use this form for Asset Retirement/Disposal

Describe the Request * 

If sold, must attach backup documentation.



Date:
(Required)
MM/DD/YYYY 

- 8 Enter today's date.



Describe the Request * bill counter machine is broken

If sold, must attach backup documentation.

Date:
(Required)
MM/DD/YYYY  

Asset ID
(Required)

9 Enter "Asset ID" field.

Date:
(Required)

05/02/2024 

Asset ID
(Required)




Asset Description
(Required)

10 Enter "Asset Description" field.


Asset ID
(Required)

ASSET-00001692

Asset Description
(Required)



Cost Center
(Required)

 Submit Save for Later Cancel

11 Enter cost center number and name in the " Cost Center" field.

Asset Description (Required)	<input type="text" value="bill counter machine"/>
Cost Center (Required)	<input type="text" value=""/>
Quantity (Required)	<input type="text" value="0"/>
Asset Cost	

12 Enter Quantity.

Cost Center (Required)	<input type="text" value="0057, Boeing National Reconnaissance"/>
Quantity (Required)	<input type="text" value="0"/>
Asset Cost (Required)	<input type="text" value=""/>

13 Enter "Asset Cost" field.

Quantity
(Required)

Asset Cost
(Required)

14 Enter "Asset NBV" field.

Asset Cost
(Required)

Asset NBV
(Required)

Payment Received
(Required)



Submit

Save for Later

Cancel

15 If sold, enter "Payment Received" amount. If not sold, enter none.

Asset NBV
(Required)

0

Payment Received
(Required)

|

Disposal Methods
(Required)

- ☐ destroyed
☐ discard
☐ donate (Fair Market Value)

16 Select from the appropriate "Disposal Methods".

(Required)

none

Disposal Methods
(Required)

- ☐ destroyed
☒ discard
☐ donate (Fair Market Value)
☐ donate (Net Book Value)
☐ sold

Gain or Loss
(Required)

17 If sold, enter "Gain or Loss" amount. If not sold, enter "0".

- ☐ destroyed
- ☒ discard
- ☐ donate (Fair Market Value)
- ☐ donate (Net Book Value)
- ☐ sold

Gain or Loss
(Required)

If Sold, Name of the Organization Sold To. Enter Not Applicable, if not sold.
(Required)

Submit

Save for Later

Cancel

18 If sold, enter the name of the person/organization it was sold to. If not sold, enter "N/A". For sold assets, attach the bill of sale or payment received in the "Attachments" section below.

Gain or Loss
(Required)

0

If Sold, Name of the Organization Sold To. Enter Not Applicable, if not sold.
(Required)


enter your comment



Attachments

19 Click "Submit"

enter your comment



Attachments

Drop files here

or

Select files

