Create Request for Asset Disposal
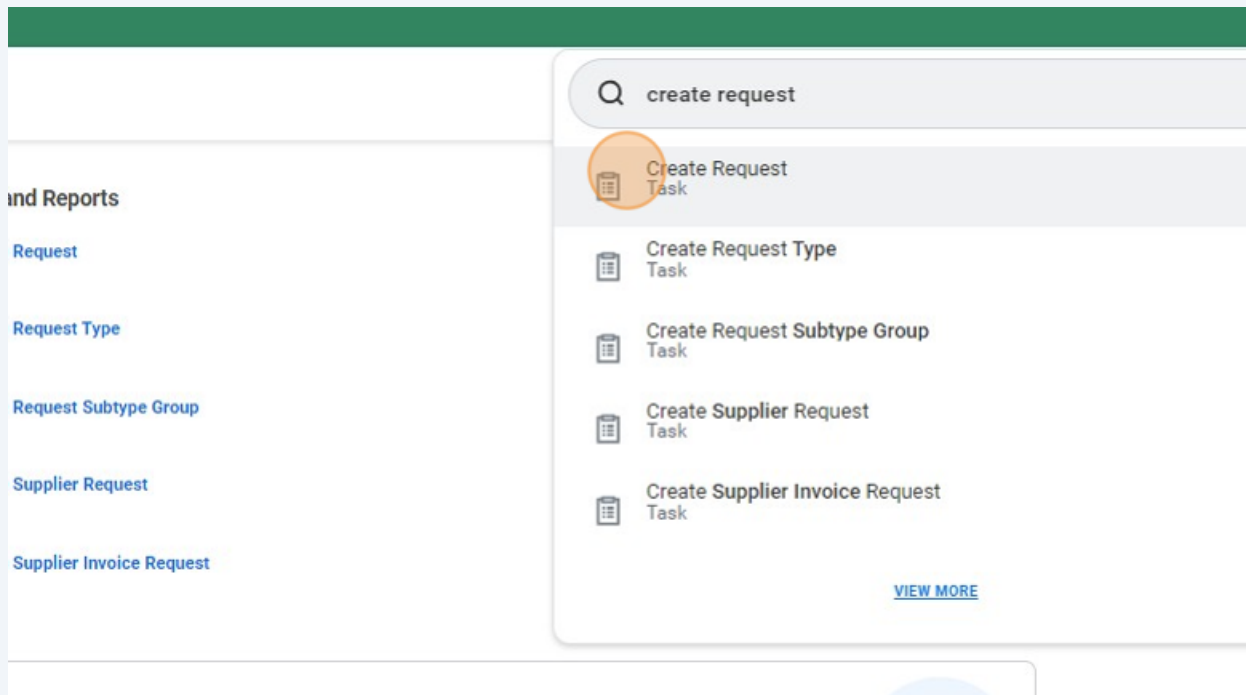
1 Click the "Search" field.
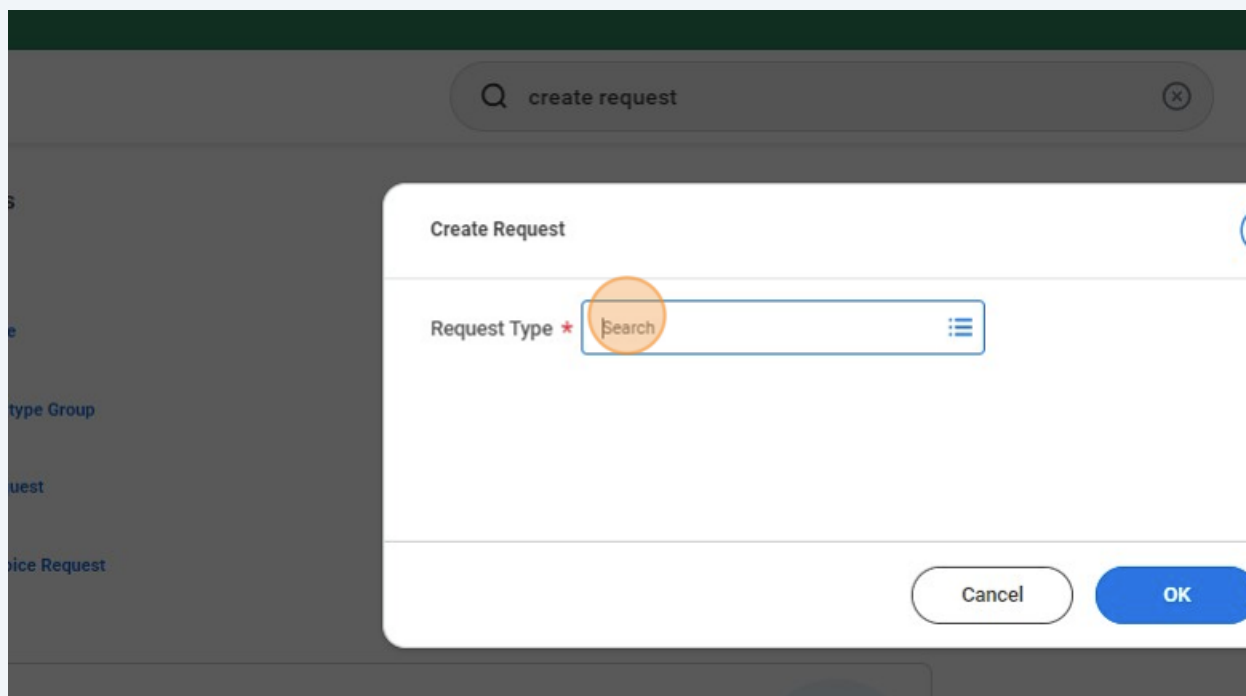
Reports

quest

quest Type

quest Subtype Group

plier Request

plier Invoice Request

2 Type "create request" then hit **enter**"
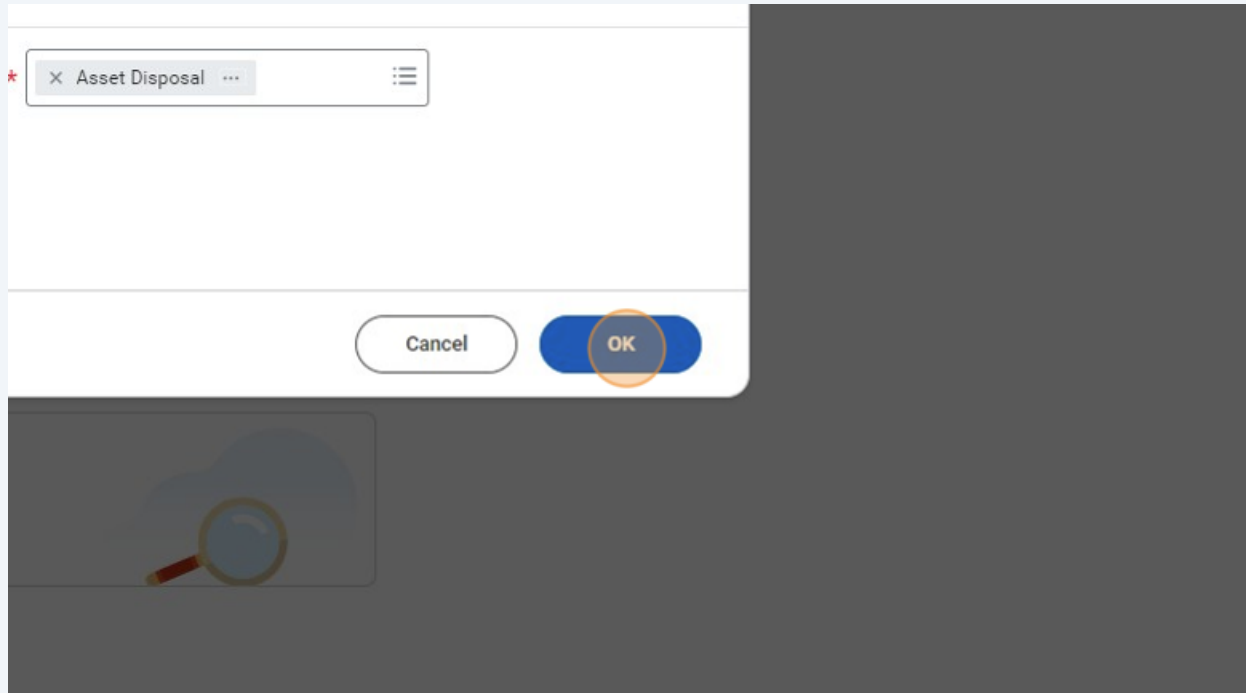
3 Click "Create Request" field.

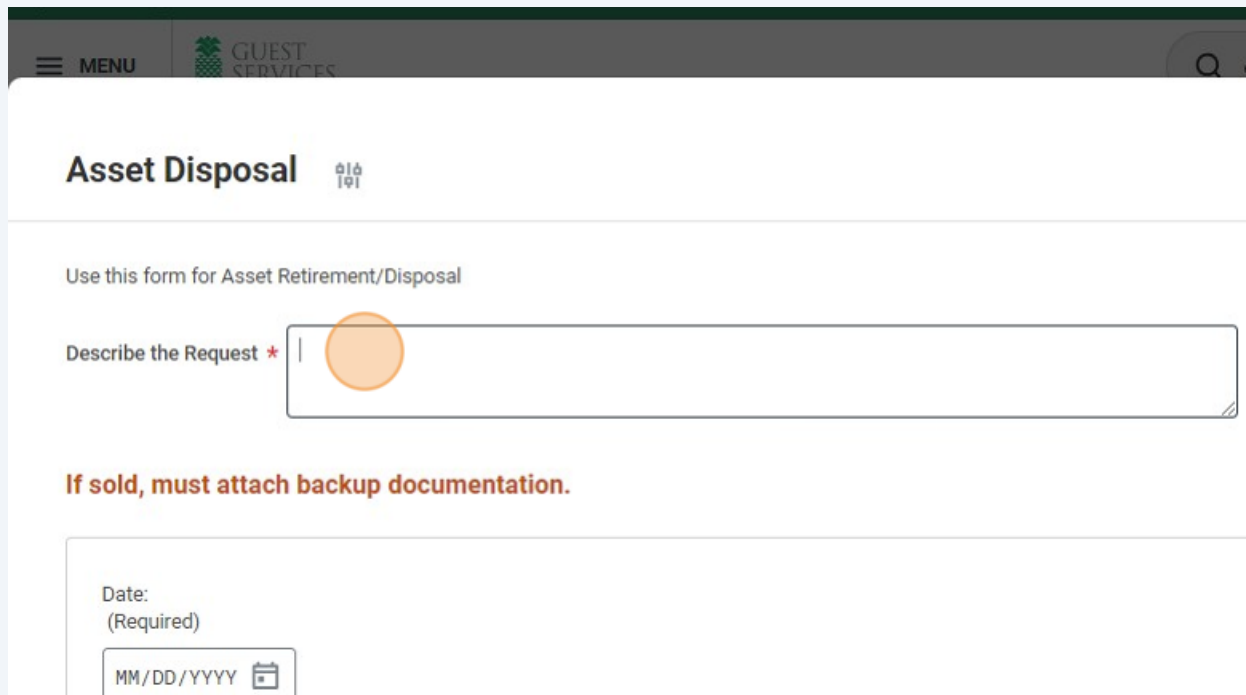

4 Click the "Request Type" field.

5 Type "asset disposal **enter**"

6 Click "OK"

7 Enter information in the "Describe the Request" field.
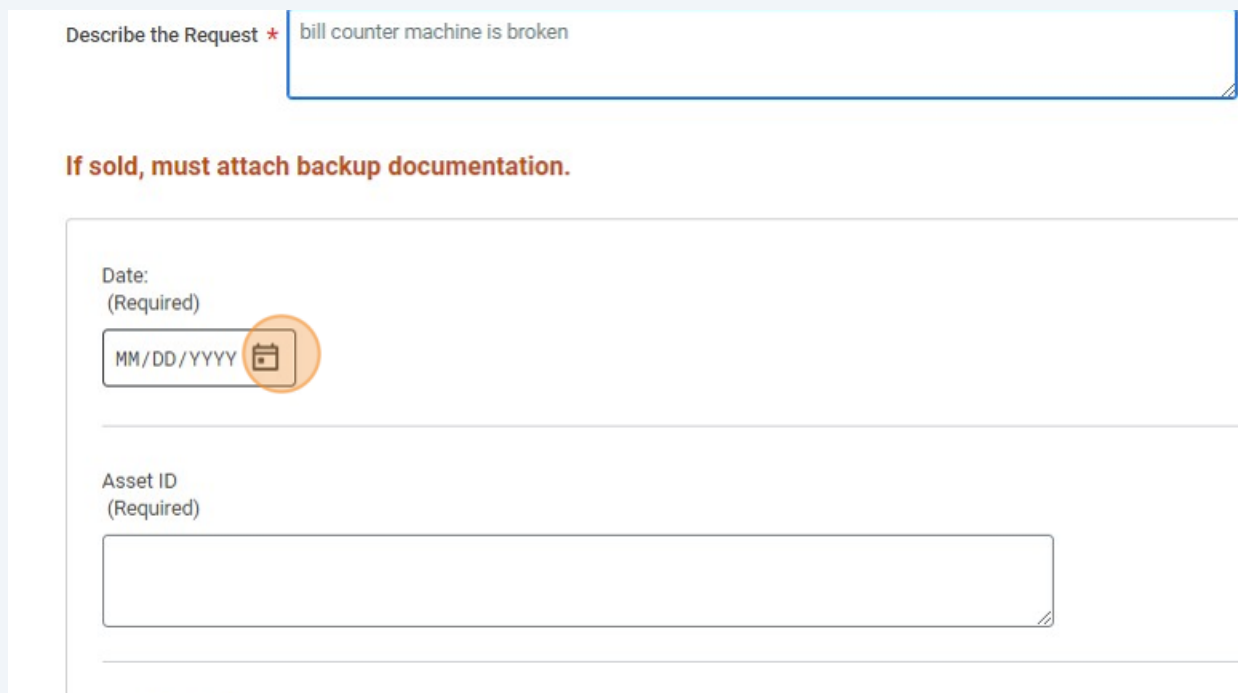
8 Enter today's date.

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)

bill counter machine

Cost Center
(Required)

Quantity
(Required)

0

Asset Cost

12 Enter Quantity.

Cost Center
(Required)

0057, Boeing National Reconnaissance

Quantity
(Required)

0

Asset Cost
(Required)

13 Enter "Asset Cost" field.

Quantity
(Required)

1

Asset Cost
(Required)

Asset NBV
(Required)

14 Enter "Asset NBV" field.

Asset Cost
(Required)

1,692.00

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)

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

Submit   Save for Later   Cancel