Asset Removal Job Aid

The Asset Removal option is used to obtain approvals to remove assets from campus temporarily.

The Asset details page has three panels:

- The **Asset Details panel** has the selected asset’s current information including the asset classification, location, and custodian.
- The **Activity Type panel** determines the asset transaction. The information requested will change depending on the activity choice.
- The **Comments panel** is used to enter any necessary details about the asset change and is required for Asset Removal.

Steps to Submit Asset Removal

1. To create an Asset Removal Request, navigate to the Asset Change Request page: *Navbar > Financials > UTZ Customizations > Asset Management > Asset Change Request.*
2. Click the **Add a New Value** button.
3. Enter Business Unit UTARL

4. Enter the Asset Tag Number

5. Click Add

**Note:** The asset ID and the tag number are related. Populating the asset tag will auto-populate the Asset Identification.

6. Click the radio button beside Asset Removal.

**Note:** The asset must be in an On-Campus location to submit this workflow.
7. Enter the **Date of Removal** (today’s date).

8. Enter or search for the proper **Off-Campus location code**.

9. Enter required **Comments**.
   - **Comments are required for Asset Removal**. “For home use or travel” is an appropriate comment for Removal. Do not enter personal addresses in the comments section.

   **Note:** The comments will disappear from the Comments box and move below the box with a date/time stamp, the name of who made the asset update, and the comments if entered.

10. Click **Submit** to submit for workflow approval, the Transaction ID will display in the Approval flow and the status will show as Pending.
Note: The Current Custodian is notified to Approve the transfer. Once approved the Current Department Manager will be notified to approve the final part of the process. Once approved the asset change will be made in UTShare.