

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.

Asset Change Request

Find an Existing Value + Add a New Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches

Transaction ID

Business Unit

Asset Identification

Tag Number

Approval Status

Department

Activity Type

[^ Show fewer options](#)

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.

Asset Change Request

Add a New Value
Find an Existing Value

Transaction ID

Business Unit

*Asset Identification

Tag Number

6. Click the radio button beside **Asset Removal**.

Note: The asset must be in an On-Campus location to submit this workflow.

Asset Change Request

Asset Details

Transaction ID: 0000040863		Approval Status: Initial	
Business Unit: UTARL		Principle Investigator:	
Asset ID: 100000009397 APPLE MACBOOK PRO 15 IN		Asset Tag Number: 121365	
Financing Code		Building	Sector
Location: 662-110 Wetsel Service Center		662_110	110
Location Eff Date: 11/01/2022	Project ID:	Start Date	End Date
Department: 320506 Surplus Property	Profile ID: 294CTL41		
Current Custodian:	Serial ID: C02V40H8G8WL		
Cust Eff Date: 11/01/2022	Acquisition Date: 07/27/2017	Acquisition Code	Purchased
Asset Class: 294 Portable Apple CPU			
Requester: 1003456778 Nedderman, Blaze			
Asset Title:			

Activity Type

Asset Transfer
 Asset Removal
 Asset Return
 Asset Transfer to Surplus

Date of Removal:


New Location: **OFFSITE**

Custodian Transfer Date:

New Custodian: Maverick, Sam

Comments

Date Time: 03/25/2024 12:29 PM Status: Initial Updated by: Asset Removal

7. Enter the **Date of Removal** (today's date).
8. Enter or search  for the proper **Off-Campus** location code.

Look Up New Location ✕

SetID UTARL

Location Code begins with ▾

Description begins with ▾

Short Description begins with ▾

[Basic Lookup](#)

Search Results


View 100 First ◀ 1-46 of 46 ▶ Last

Location Code	Description	Short Description	Sector	Jurisdiction	City
000-000	OFFSITE	000_000	0	OFF	(blank)
000-AUSTIN	Austin	000_Austin	410	OFF	Austin
000-CERN	CERN	000_CERN	1	OFF	Arlington
000-DAL1	Dallas Tower 1111	000_DAL1	1180	OFF	Dallas
000-FERMI	FERMILAB	(blank)	1	OFF	Batavia
000-HOU	Houston	000_HOU	1.270	OFF	Houston

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.*

Comments

Date Time: 03/25/2024 12:29 PM Status: Initial Updated by: 
 Asset Removal

10. Click **Submit** to submit for workflow approval, the Transaction ID will display in the Approval flow and the status will show as Pending.

Asset Change Request

Location: 662-110	Wetsel Service Center	662_110 110
Location Eff Date: 11/01/2022	Project ID:	Start Date End Date
Department: 320506 Surplus Property	Profile ID: 294CTL41	
Current Custodian:	Serial ID: C02V40H8G8WL	
Cust Eff Date: 11/01/2022	Acquisition Date: 07/27/2017	Acquisition Code Purchased
Asset Class: 294 Portable Apple CPU		
Requester: 1003456789 River, Trinity		
Asset Title:		

Activity Type

Asset Transfer
 Asset Removal
 Asset Return
 Asset Transfer to Surplus

Date of Removal: 03/26/2024	Building: 000_000	Sector: 0
New Location: 000-000	OFFSITE	
Custodian Transfer Date: 03/25/2024		
New Custodian: 6001234567	Maverick, Sam	

Comments

Asset Transfer Approval-UTARL

TRANSACTION_ID=0000040863
BUSINESS_UNIT=UTARL, ASSET_ID=10000009397, TAG_NUMBER=121365
Pending

UTARL-Asset Transfer

Approved

Sam Maverick
New Custodian
03/25/24 - 12:30 PM

→

Pending

Multiple Approvers
Current Department Manager

Date Time: 03/25/2024 12:29 PM Status: Initial Updated by: Sam Maverick

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.