

IT&R Internal Asset Management Guidelines

REQUISITIONS

Preparing a Requisition

All IT&R units are required to have a designated custodian. Requesters must be aware of the custodian's information (e.g., name, location, phone, e-mail, emplID.) When processing an asset requisition you must input your department custodian's EmplID in the Asset Information tab EmplID field.

Inserting Line Descriptions

Requesters must describe the capitalized asset by identifying the make, model, if applicable a serial number, and a descriptive identifier (e.g. Dell, Xeon E5450 3.0 GHz Quad Core Processor, 2x6 computer component. Component embedded in computer CF-134124)

Approvals

When a requisition is prepared for capital purchase the requester must insert the department custodian in the requisition workflow as a **reviewer**.

RECEIVING PROPERTY

The department property custodian must be notified when property is received. If the property is required to be decaled the property custodian will be responsible for assuring that the UCF property office is notified and that the equipment is properly decaled. If the property is not decaled within 20 business days a \$50 fee will be assessed.

RELOCATING PROPERTY WITHIN YOUR DEPARTMENT

An e-mail is to be sent to the department property custodian informing them when a property item is relocated. The e-mail should include the decal #, the current location of the property, the new location of the property and when the property will be relocated.

TRANSFERRING PROPERTY

Only department property custodians are permitted to process property transfers. An e-mail should be sent to the department property custodian requesting property transfers. The e-mail is to include decal #, the current location of the property, the name, phone number, account number, and location of the individual receiving the property.

SURPLUS

All IT&R units are to go through their property custodian to surplus all property.