Find the default account number for Surplus Property

1. Enter the asset you want to transfer

2. Clear the org account number and click the magnifier

3. Enter the department number to search

4. From the search results, click on the 4 digit department number
5. In the pop up window locate the organization default account number

6. Locate the correct account from the list then “return value”

Return value will populate the correct information into the main screen
Choose an asset from your department to transfer to your neighbor

1. Search your department for active assets

2. Click edit in the action field

3. Enter description and explanation

4. Search the default account and populate it back to the main screen

5. Change the building and room number accordingly

6. Change the asset representative name
Create an off campus loan to “Thermo Repair” in Dallas, TX

1. Gather the contact information for the repair center
   (Thermo Repair 100 Main Street Dallas, TX 75201 (214) 123-4567)

2. Enter description

3. Enter borrowers ID

4. Enter borrowers address

5. Enter notes and attachments

6. Submit document
Transfer Dr Brevard’s assets to University of Oregon

1. Search the equipment assigned to Dr Brevard’s

   ![Equipment Search Table]

   3 items retrieved, displaying all items.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Asset Number</th>
<th>Tag Number</th>
<th>Organization Owner Organization Code</th>
<th>Building Code</th>
<th>Asset Status Code</th>
<th>Asset Description</th>
<th>Asset Type Code</th>
<th>In-Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit</td>
<td>2042</td>
<td>5284</td>
<td>4565</td>
<td>A</td>
<td>NEUROSURGICAL ANALYZER</td>
<td>1212051</td>
<td>06/30/2001</td>
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<td>edit</td>
<td>7188</td>
<td>5285</td>
<td>4565</td>
<td>A</td>
<td>BASIC UNIT ANALYZER</td>
<td>12319051</td>
<td>06/30/1997</td>
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<tr>
<td>edit</td>
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<td>5281</td>
<td>4565</td>
<td>A</td>
<td>VISION 16 PATIENT CENTRAL STATION</td>
<td>5756051</td>
<td>06/30/2001</td>
<td></td>
</tr>
</tbody>
</table>

2. Search funding on each piece to verify ownership and title

   ![Funding Search]

3. Obtain authorization from Surplus Property
Hello Jake, Dr Brevard has been conducting research on Electronics Deconstruction and has been offered an opportunity for expanded research at the University of Oregon he is interested in bringing the following equipment with him:

- 318238 neurosensory analyzer
- 298232 base unit analyzer
- 318184 patient central standard

I checked the funding and all 3 pieces are owned by CSU. Let me know how you would like me to proceed.

Thank you,

-Rachel Drenth-

4. Obtain letter of release and letter of acceptance
5. Submit retirement docs
Create an EACR form for your monitor

1. Locate the PDF EACR form
2. Fill out all fields

Create a transfer-in document for the GPS unit

1. Locate the add-equipment document
2. Fill out all fields
Look up your department in Jasper and browse your inventory statistics

1. Property Management webpage under Reports choose Organization Equipment report

2. Enter search criteria and run report