Asset (Property) Relief Request Form Entry

Overview

This document details how to:

1. Determining Asset eligibility for this process.
2. Finding an Accountable Officer/Designee for approvals.
3. The Property Relief Request Form explained in detail.
4. Entering a Property Relief Request.
5. Reviewing the status of an existing request, and rejection handling.
6. Optional request by the Accountable Officer/Accountable Officer Designee to add attachments

TRNISA - Transfer In-State Agency
TRNOSA - Transfer Out of State Agency
TRNOTRUNI - Transfer to Other In-State University
TRNSRFND - Transfer to Research Foundation
TRNUSFFND - Transfer to USF Foundation
UCO - University Controller' Office
UNLOC - Un-located
VEHIBID - Vehicle Bid

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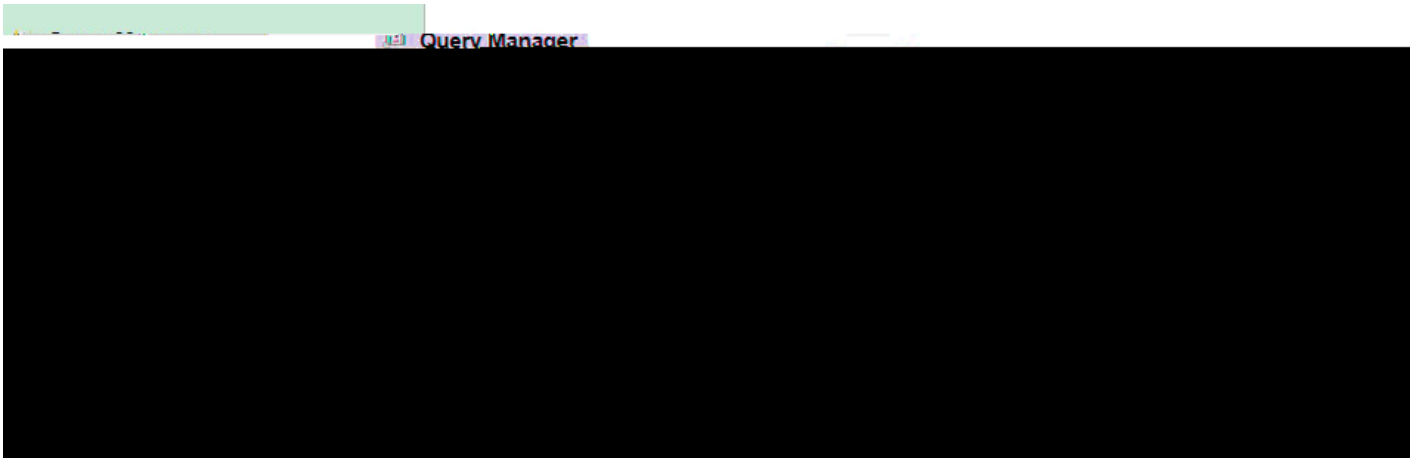

You will automatically land on the Query Manager screen

Search for the public query named "U_ASSETS_BY_MY_DEPARTMENT"

Click on HTML in the Run to HTML

In the screen presented to you enter the Tag Number from the Asset and click View Results.

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