I am planning to dispose of an asset — what do I do?

- **BEFORE TAKING ANY ACTION**, you must first contact the Office of Asset Management by email at assethelp@uc.edu. The disposition of all UC assets must be pre-approved by the Office of Asset Management who will provide further instructions based on the method of disposal. *This includes all moveable assets, both capital ($5,000+) and non-capital ($500-$4,999)*

I am planning to transfer an asset to Surplus Management — what do I do?

- Complete and submit the **Surplus Equipment Request Form** ([www.uc.edu/surplus](http://www.uc.edu/surplus)) in order to initiate the approval and disposition process.

Once your transfer request is approved and transferred assets are received, Surplus Management will take necessary action to remove transferred items from your asset inventory, provided that the Asset Tag number is listed on the request form.

An asset was vandalized or stolen — what do I do?

- Contact **UC Police** to report the incident (911 — Emergency; 513-556-1111 — Non-Emergency, West Campus; 513-558-1111 — Non-Emergency, East Campus; [www.uc.edu/publicsafety](http://www.uc.edu/publicsafety))
- Contact **Risk Management & Insurance** to file a claim (513-584-5042; [www.uc.edu/gencounsel/rmi; rmi@uc.edu](http://www.uc.edu/gencounsel/rmi; rmi@uc.edu))
- If the asset could have potentially contained sensitive data, contact **Information Security** ([infosec@uc.edu](mailto:infosec@uc.edu))
- If the asset is part of your asset inventory in UC Flex, use transaction AS02 to submit a Disposition Request on the Origin Tab indicating ‘Vandalized/Stolen’ in order for Asset Management to retire the asset from your inventory.

I cannot find an asset — what do I do?

- **Take all appropriate actions to locate the asset.** — look in all storage areas; send an email to all areas that may have had access to the asset recently; etc. If all attempts to find the asset are unsuccessful, the following steps may also be required:
  - If the asset could have potentially contained sensitive data, contact **Information Security** ([infosec@uc.edu](mailto:infosec@uc.edu))
  - If the asset is part of your asset inventory in UC Flex, use transaction AS02 to submit a Disposition Request on the Origin Tab indicating ‘Lost’ in order for Asset Management to retire the asset from your inventory.
  - If you suspect that the asset may have been stolen, please follow the instructions in the section above for Vandalized/Stolen assets.

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**Grant/Contract Funded Assets**

In the case of disposition of any asset acquired, fabricated or government-furnished with grant or contract funding, **Sponsored Research Services** must also be consulted.

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**How Do I?**

**Submit an Asset Disposition Request**

Sign-in to UCFlex>>>Log-in to R/3>>>Transaction Code AS02 (Complete Acquisition and Disposition Requests section of **Origin Tab**)

**Access the Surplus Equipment Request Form**

[www.uc.edu/surplus](http://www.uc.edu/surplus)

>>> click on ‘SE Request Process’ in the Left Menu

**Search by Asset Tag or Serial Number in UC Flex to Gather Information for Forms/Claims**

Sign-in to UCFlex>>>Log-in to BW>>>Report AA150 (Search by Tag) or AA250 (Search by Serial No.)