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 a Transfer Request in AssetWorks (www.uc.edu/surplus) in order to initiate the approval and disposition process. Once your transfer request is approved and transferred assets are received at Surplus Management the assets will be removed from your asset inventory.

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)
- Contact Risk Management & Insurance to file a claim (513-584-5042; www.uc.edu/gencounsel/rmi; rmi@uc.edu)
- If the asset could have potentially contained sensitive data, contact Information Security (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)
  - 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.

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.