Creating a Request to Declare an Asset Lost

This Addy Note explains how to create a request to declare an asset lost as either a Property Custodian (PCT) or Responsible Fiscal Officer (RFO).

<table>
<thead>
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<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Your role in UCF Financials dictates where you view assets:</td>
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<tr>
<td></td>
<td>• PCTs navigate to Main Menu &gt; Employee Self Service &gt; Assets &gt; View/Transfer Assets.</td>
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<tr>
<td></td>
<td>• DDCs and RFOs navigate to Main Menu &gt; Manager Self-Service &gt; Assets &gt; View Department Asset.</td>
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**Note:** DDCs and RFOs will then click the appropriate department.
2. The **My Assets** page displays for PCTs while the **My Department Assets** page displays for DDCs and RFOs. On either page click the **Transfer** button for the asset that is lost. The **Transfer** button is used for both asset transfer requests and for requests to declare an asset lost.

![My Assets screenshot](image)

**Note**: The tag numbers that display on the **My Assets/My Department Assets** page for each employee are only for those assets where the employee’s **Empl ID** has been designated as the asset custodian in Asset Management.

3. The **Asset Transfer Request** page appears. Under the **Activity Type** heading select the **Asset Lost or Missing** radio button.

![Asset Transfer Request screenshot](image)
### Step 4
Enter the date the asset was lost, or click the **calendar** icon and select a date to populate the field.

![Calendar Icon]

### Step 5
Answer the following questions in complete sentences, and insert your answers into the **Comments** section.

1. Who was the last employee responsible for the property?
2. What was the date the property was last seen?
3. Where was the last known location of the property?
4. What action was taken to locate the property?
5. What procedural changes were implemented to prevent future loss?

**Note:** You will not be able to submit your request unless you complete the **Comments** section.
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<td>6.</td>
<td>Click <strong>Submit.</strong> Your request has been processed.</td>
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![Submit button highlighted](image)

| 7.   | Review the **Submit Confirmation** page. Click **OK** to return to **My Assets/My Department Assets** where the **Status** has been updated to **Pending**. |

![Submit Confirmation page](image)

![OK button highlighted](image)