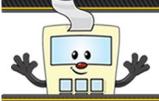## Selecting an Asset Management Form

This Addy Tip contains helpful information to help you select an appropriate asset management form. Use the table below to select the correct form for the task you need to complete.

Remember, assets are items such as computers; equipment; furniture; fixtures; and other tangible, non-consumable/non-expendable property items that possess a value of $5,000 or more and have a life expectancy of one year or more.

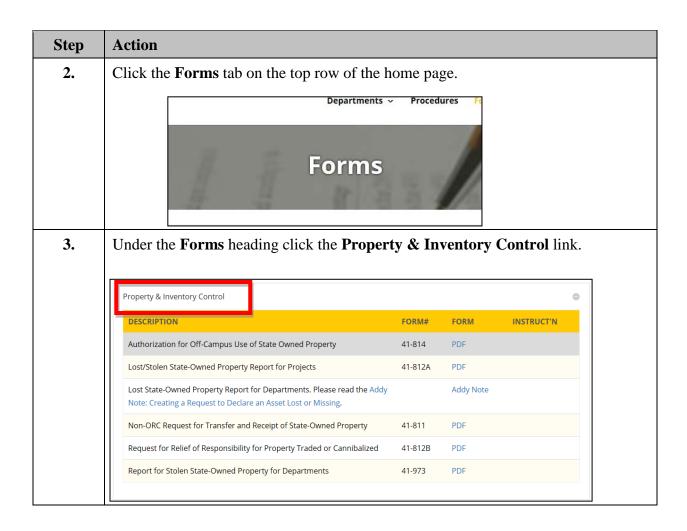| Action	Form Name	Form Number
Transfer responsibility for state property from one project to another	Non-ORC Request for Transfer and Receipt of State-owned Property	41-811
Report a lost or stolen asset for a project	Lost/Stolen State-Owned Property Report for Projects	41-812A
Relinquish responsibility for property that has been traded or for property whose parts have been removed for reuse in similar property	Request for Relief of Responsibility for Property Traded or Cannibalized	41-812B
Declare an off-campus asset	Authorization for Off-campus Use of State-owned Property	41-814
Report departmental, stolen, state-owned property	Report for Stolen State-owned Property for Departments	41-973

To access these forms, which are formatted as PDF documents, complete the following steps:

Step	Action
1.	Navigate to the Finance and Accounting home page (http://www.fa.ucf.edu).

Step	Action
2.	Click the **Forms** tab on the top row of the home page. Departments ⌄ Procedures **Forms**
3.	Under the **Forms** heading click the **Property & Inventory Control** link. Property & Inventory Control | DESCRIPTION	FORM#	FORM	INSTRUCT'N
Authorization for Off-Campus Use of State Owned Property	41-814	PDF	
Lost/Stolen State-Owned Property Report for Projects	41-812A	PDF	
Lost State-Owned Property Report for Departments. Please read the Addy Note: Creating a Request to Declare an Asset Lost or Missing.		Addy Note	
Non-ORC Request for Transfer and Receipt of State-Owned Property	41-811	PDF	
Request for Relief of Responsibility for Property Traded or Cannibalized	41-812B	PDF	
Report for Stolen State-Owned Property for Departments	41-973	PDF		

Step	Action
4.	A list of **Property & Inventory Control** forms will display. Select a form from the list by clicking the PDF link for the form.
5.	Complete the form, acquire the necessary signatures, and then submit the form according to the instructions on the form.

Within Step 4:

Property & Inventory Control

DESCRIPTION	FORM#	FORM	INSTRUCT'N
Authorization for Off-Campus Use of State Owned Property	41-814	PDF	
Lost/Stolen State-Owned Property Report for Projects	41-812A	PDF	
Lost State-Owned Property Report for Departments. Please read the Addy Note: Creating a Request to Declare an Asset Lost or Missing.		Addy Note	
Non-ORC Request for Transfer and Receipt of State-Owned Property	41-811	PDF	
Request for Relief of Responsibility for Property Traded or Cannibalized	41-812B	PDF	
Report for Stolen State-Owned Property for Departments	41-973	PDF	