

*AMS Surplus and Disposal Transfers*



**User Guide for AMS Surplus, Disposals and  
Transfers**



AMS Surplus and Disposal Transfers

**All SD1s/Transfers are only open until midnight of the day they are started.**

**After that, assets cannot be added to the SD1. If you need to add more assets to the SD1, you will need to create a new SD1.**

## SURPLUS

### Creating a Surplus Transfer:

To create a Surplus Transfer, click on the Transfers tab. The system automatically defaults to Surplus.

The screenshot shows the AMP (Asset Management Platform) interface. At the top, there is a navigation bar with tabs: Home, Assets, Contacts, Transfers (selected), Disposals, Counter Sales, and Fe. Below the navigation bar, there is a sidebar on the left with a 'Transfer Sidebar' containing 'Surplus' (selected), 'Transfer', and 'Internal Transfer'. To the right of the sidebar is a 'Quick Search Surplus Transfers' section with a text input field for 'Surplus Transfer Number' and a 'Search' button. Below the search section, there are three expandable options: 'Search Surplus Transfers', 'Adhoc Search Surplus Transfers', and a partially visible 'Create Surplus Transfer' option.

Click the Plus sign next to Create Surplus:

This screenshot shows the 'Create Surplus Transfer' form in the AMP interface. The navigation bar is the same as in the previous screenshot. The sidebar is partially visible. The main content area shows the 'Quick Search Surplus Transfers' section at the top, followed by three expandable options: 'Search Surplus Transfers', 'Adhoc Search Surplus Transfers', and 'Create Surplus Transfer'. The 'Create Surplus Transfer' option is expanded, revealing a form with the following fields: 'From Department \*' (text input), 'Method \*' (dropdown menu), 'Remarks' (text input), and a section titled '-- Pickup Information --' containing 'Preparer Contact Name', 'Preparer Contact Phone', 'Preparer Contact Email', and 'Preparer Location Notes' (all text input fields). A 'Create' button is located at the bottom of the form.

(Update) New version automatically has create field open.

## AMS Surplus and Disposal Transfers

From Department – The user’s organization (department/agency) will auto-populate unless the user creating the surplus has more than one organization assigned. If you have more than one department in your User Profile, choose from the menu to select the correct department transferring from, or type the two digit department number for the system to auto-fill with the full department name.

Method –Users will have a drop-down of choices. For a normal Surplus transfer, select State Surplus. If Surplus has agreed to sell your item on site, then select As Is Where Is. This would be for larger items that would be costly to transport to State Surplus, or you are relocating and want to sell all assets at a particular location. Contact Surplus for this option prior to completing the SD1. The option of State Direct Transfer could be a transfer to one of Surplus’ approved vendors or to a school. Unless your Agency’s Code sections allow you to donate directly to a school, (such as with the Department of Education) then the transfer must go through Surplus.

Enter any other required fields and/or optional fields that are needed. If you are a non-state agency please enter all information. Then click the **Create** button.

Home	Assets	Contacts	<b>Transfers</b>	Disposals	Counter Sales	Federal Receipts	Federa
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**Transfer Sidebar**

- Surplus**
- Transfer
- Internal Transfer

**Quick Search Surplus Transfers**

Surplus Transfer Number

➤ **Search Surplus Transfers**

➤ **Adhoc Search Surplus Transfers**

➤ **Create Surplus Transfer**

From Department \*

Method \*

Remarks

-- Pickup Information --

Preparer Contact Name

Preparer Contact Phone

Preparer Contact Email

Preparer Location Notes

## AMS Surplus and Disposal Transfers

The system will automatically assign a Surplus SD1 number. **Write down the Surplus Number** as you will need it later when running the report.

Successfully created surplus transfer record

### Transfer Sidebar

- Surplus
- Transfer
- Internal Transfer

### Surplus Detail

Surplus Number: 163606

Method: State Surplus

From Department: 07 - State Auditor's Office (07)

From Person: NELSON, JARED

Remarks:

**-- Pickup Information --**

Preparer Contact Name: auditor

Preparer Contact Phone: 334-242-7036

Preparer Contact Email:

Preparer Location Notes:

### Add Assets

Asset Number \*

[Create New Asset](#)

[Transfer by Filter](#)

### Assets

There are no assets on this surplus.

Now the user is ready to add the assets to the SD1 that will be transferred to State Surplus. Under Add Assets, key in the asset number in the box above the Add Asset button, then click the Add Asset button. Vehicles need to be on a separate SD1. Assets over \$500 need to be together, and assets under \$500 need to be listed on a separate SD1. If your under \$500 assets are not being tracked in Asset Works, then you will click the link under the Add Asset Button that says Create New Asset. The system will bring up another screen and automatically assign numbers for non-tagged assets. Users continue this process until all assets have been added to the Surplus Transfer.

## AMS Surplus and Disposal Transfers

Click the Create New Asset link to add non-tagged assets under \$500 to the Surplus transfer.

Close Save & Same Save & New Save & Done

Asset Number \* [AUTO-ASSIGN] Accounting Date \* 10/11/2018  
 Department \* 07 - State Auditor's Office (07) Accounting Method \* Purchased  
 Class Code \* [ ] Accounting Cost \* [ ]  
 Manufacturer [ ] Vehicle Tag [ ]  
 Model [ ] Miles/Hours [ ]  
 Model Year [ ] Title Number [ ]  
 Serial Number [ ] Applied for Title [ ]  
 Color [ ] Title Received [ ]  
 Condition [ ] Notes [ ]  
 Description [ ]  
 Quantity \* 1  
 UoM \* EA

Repeat the process for all property that is being sent to Surplus. Note: multiple quantities are allowed. If you are a State Agency, do not spend a lot of time trying to figure out the cost or acquisition date of items under \$500. Non-tagged assets under \$500 do not get reimbursement back to the agency.

Transfer Sidebar: Surplus, Transfer, Internal Transfer

Surplus Detail

Surplus Number: 163606  
 Method: State Surplus  
 From Department: 07 - State Auditor's Office (07)  
 From Person: NELSON, JARED  
 Remarks: [ ]  
 -- Pickup Information --  
 Preparer Contact Name: auditor  
 Preparer Contact Phone: 334-242-7036  
 Preparer Contact Email: [ ]  
 Preparer Location Notes: [ ]  
 Edit Pickup Labels

Add Assets

Asset Number \* [ ]  
 Add Asset  
[Create New Asset](#)  
[Transfer by Filter](#)

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Status	Receiver	Recv Date
<input checked="" type="checkbox"/>	07-001093	PC	1	-	-	In Transfer	-	-
<input checked="" type="checkbox"/>	07-001103	Laptop	1	-	-	In Transfer	-	-
<input checked="" type="checkbox"/>	07-001130	PC	1	-	-	In Transfer	-	-
<input checked="" type="checkbox"/>	07-NT2108425	Chair	3	-	-	In Transfer	-	-

Download

Cancel Remove Asset Receive Print Labels (PDF) Print Detail

row(s) 1 - 4 of 4

## AMS Surplus and Disposal Transfers

After entering all assets, you will need to print the SD1. Click the Print Detail button. A new screen will appear with your SD1. You may have to install Crystal Reports or install ActiveX to get the SD1 to print. This is safe to install on your computer.

**Transfer Sidebar**

- Surplus
- Transfer
- Internal Transfer

**Surplus Detail**

Surplus Number: 163606  
Method: State Surplus  
From Department: 07 - State Auditor's Office (07)  
From Person: NELSON, JARED  
Remarks:

-- Pickup Information --  
Preparer Contact Name: auditor  
Preparer Contact Phone: 334-242-7036  
Preparer Contact Email:  
Preparer Location Notes:

**Add Assets**

Asset Number \*

[Create New Asset](#)  
[Transfer by Filter](#)

**Assets**

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Status	Receiver	Recv Date
	07-001093	PC	1	-	-	In Transfer	-	-
	07-001103	Laptop	1	-	-	In Transfer	-	-
	07-001130	PC	1	-	-	In Transfer	-	-
	07-NT2108425	Chair	3	-	-	In Transfer	-	-

**Download**

row(s) 1 - 4 of 4

Another option to print the SD1 is to Click on Reports Tab.

Welcome: JARED NELSON / AL

### AMS Surplus and Disposal Transfers

You will get a listing of all reports. Choose Transfer Reports. Reports are in alphabetical order, so it is the close to the bottom of the Report list under the Category of All Reports.

▶	🗑️	Scan and validate export for SVs	Scan and validate export for SV version 8 and on	Native
▶	🗑️	Serial Number Search	Serial Number Search	Native
▶	🗑️	Standard Depreciation Report	Standard Depreciation Report by Asset Type	Formatted
▶	🗑️	Surplus Assets by Date	List of surplus assets of a specified type that were received on or before a specified date	Formatted
▶	🗑️	Transfer Detail	Lists the transfer detail information	Formatted
▶	🗑️	Transfer Report	Transfer receiving invoice by Transfer No.	Formatted
▶	🗑️	Unassociated Location/Person Responsible	Searches for Location/Person Responsible that are not associated to orgs.	Static
▶	🗑️	User Access List	List of all users that have access to the system	Formatted
▶	🗑️	Utilization And Compliance Continuous Use Form Past Due	All assets in utilization and compliance with a continuous use form that was sent 30 or more days ago.	Formatted
▶	🗑️	Utilization And Compliance In-Service Items	List of utilization and compliance In-Service Items.	Formatted

## AMS Surplus and Disposal Transfers

Once you click on the red arrow you will get a screen that asks for your transfer number.

**AMP**  
ASSET MANAGEMENT PLATFORM

Home Assets Contacts Transfers Disposals Counter Sales Federal Receipts Federal Donations

**Reports Sidebar**

- View Reports
- Create New Report
- Manage Categories
- Utilization & Compliance

### Transfer Report

Choose Report Format \*

PDF  EXCEL  EXCEL WITH NO FORMAT

Criteria

Transfer Number \*

Cancel Run

This is the number you wrote down when you created the Transfer to Surplus. You will need to print two copies - one for your files and one for Surplus. Please sign in the Released By field. Take both copies with you to Surplus to obtain their signatures. Once you have a signed copy, it is your responsibility to send a copy to the State Auditor's Office. State Surplus no longer sends copies to the Auditor's Office. Surplus is responsible for receiving the items in the system which causes the asset numbers to change from In Transfer to Inactive once processed. Keep in mind, Vehicles take longer to process and are not cleared until Surplus sells the vehicle.

STATE OF ALABAMA  
DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS  
SURPLUS PROPERTY DIVISION  
NON-CONSUMABLE PERSONAL PROPERTY

RECEIVING INVOICE

STATE AUDITOR NO: 183505 DATE: 7/18/18 12:42PM

PROPERTY#	SERIAL#	BAR CODE #	ACQUISITION COST	COND	QTY SENT	FUNDING INFORMATION % STATE % FED	FINAL DISP
07-001144	JPRBC51WS	07001144	\$1,270.00	Good	1		
07-000014	GK614 L00205	07000014	\$149.99	Good	1		
07-NT2749788			\$100.00	Fair	2		
07-NT2749790			\$100.00	Fair	1		
07-NT2749792			\$100.00	Fair	2		
07-NT2749794			\$100.00	Fair	2		
07-NT2749796			\$100.00	Fair	2		

TOTAL ACQUISITION COST: \$2,328.99

Export PDF  
Create PDF  
Edit PDF  
Comment  
Combine Files  
Organize Pages  
Redact  
Protect  
Optimize PDF  
Fill & Sign  
Send for Signature  
Send & Track

Convert and edit PDFs with Acrobat Pro DC  
Start Free Trial



Internet Explorer browser window showing a report page. The address bar contains the URL: <http://reports.incircuit.com:8080/prod2/ShowReport1.jsp?filename=prod/al/sd1.rpt&filetype=PDF&d>. The page content includes:

1

STATE OF ALABAMA  
DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS  
SURPLUS PROPERTY DIVISION  
NON-CONSUMABLE PERSONAL PROPERTY

RECEIVING INVOICE

FUND AND/OR ACCOUNT PROPERTY WAS PURCHASED THROUGH:

Approved:	Released by:	Received by:
CHIEF, SURPLUS PROPERTY DIVISION	SIGNATURE	SIGNATURE
DATE	TITLE	TITLE
	DATE	DATE

On the right side, there is a sidebar with various PDF tools:

- Export PDF
- Create PDF
- Edit PDF
- Comment
- Combine Files
- Organize Pages
- Redact
- Protect
- Optimize PDF
- Fill & Sign
- Send for Signature
- Send & Track

At the bottom of the sidebar, it says: "Convert and edit PDFs with Acrobat Pro DC. Start Free Trial"

## AMS Surplus and Disposal Transfers

### Creating a Disposal:

To create a Disposal, click on the Disposal tab:

The screenshot shows the AMP (Asset Management Platform) interface. At the top left is the AMP logo with the text "ASSET MANAGEMENT PLATFORM". Below the logo is a navigation bar with tabs: Home, Assets, Contacts, Transfers, Disposals (highlighted in blue), Counter Sales, Federal Receipts, and Federal Donations. On the left side, there is a "Disposals Sidebar" with a "Disposal" tab selected. The main content area is titled "Quick Search Disposals" and contains a "Disposal Number" input field and a "Search" button. Below this, there are three expandable sections: "Search Disposals", "Adhoc Disposal Search", and "Create Disposal". The "Create Disposal" section is expanded and contains the following fields: "From Department \*" with a dropdown menu showing "07 - State Auditor's Office (07)", "Method \*" with a dropdown menu, and "Remarks \*" with a text input field. A "Create" button is located at the bottom of this section.

Click the Plus (+) sign next to Create Disposal.

(Update) Create tap is open by default.

This screenshot is identical to the one above, but with a red circle highlighting the plus sign (+) next to the "Create Disposal" section in the main content area.

From Department – The user’s organization (department/agency) will auto-populate unless the user creating the disposal has more than one department assigned under their User Profile. In this case, type the two-digit department number, and the system will bring up your correct selection.

Method - Users will have a drop-down of choices. **NOTE:** Method of Stolen requires a Police report and Lost or Destroyed requires an incident report/memo from the Person Responsible. If the method is Destroyed, then depending on the incident, attach a copy of the Fire Report, Accident Report, or in the case of a natural disaster, some type of internal incident report should accompany the SD1 when sent to the State Auditor’s Office. For Lost, Stolen, or Destroyed, you need to have a memo from the Agency Director/Commissioner with a determination of Negligence or Non-Negligence. Refer to State Auditor’s Office Property Manual for additional information and examples.

### AMS Surplus and Disposal Transfers

Enter any other required fields and/or optional fields that are needed. If you are a Non-State Agency, please enter all information. Then click the Create button. **Write down the Disposal Number** as you will need it later when running the report.

The screenshot displays the 'ASSET MANAGEMENT PLATFORM' interface. At the top, there is a navigation menu with tabs: Home, Assets, Contacts, Transfers, Disposals (selected), Counter Sales, Federal Receipts, Federal Donations, Live Auction, and Approvals. Below the navigation is a 'Disposals Sidebar' with a 'Disposal' button. The main area is titled 'Disposal Detail' and contains the following fields:

- Disposal Number: 163607
- Creation Date: 10/12/2018
- From Department: 07 - State Auditor's Office (07)
- From Person: NELSON, JARED
- To Department: Disposal - Disposal
- Method: Stolen
- Remarks: stolen from Capitol

An 'Edit' button is located below the remarks field. Below the 'Disposal Detail' section is an 'Add Assets' section with the following fields:

- Asset Number \* (empty)
- Proceeds (empty)
- Disposal Date \* 10/12/2018 (with a calendar icon)

Buttons for 'Add Asset', 'Create New Asset', and 'Transfer by Filter' are present. Below this is an 'Assets' table with the following data:

View	Asset Number	Description	Status	Proceeds	Receiver	Disposal Date	Comments	Docs/Images
	07-001110	HANDHELD SCANNER	Pending	-	-	10/12/2018	-	

At the bottom, there is a 'Download' section with 'Cancel', 'Approve', and 'Print Detail' buttons. The text 'row(s) 1 - 1 of 1' is visible at the bottom right.

Users will either start typing in an existing asset in the Asset Number field, or they can click the Create New Asset button to create non-tagged assets under \$500. Users continue this process until all assets have been added to the Disposal. Once all items have been added to the Disposal, click the Print Detail button to print the SD1. As with printing the Surplus SD1, you can also go to the Reports tab, select Transfer Report, key in the Disposal number, and click Run, then print the SD1. Sign under Released By, forward to the State Auditor's Office for signature under Approved By along with any supporting/required documents. The State Auditor's Office will process the Disposal SD1 and assets will become Inactive.

### AMS Surplus and Disposal Transfers

The screenshot shows the AMP (Asset Management Platform) interface. At the top, there is a navigation bar with tabs: Home, Assets, Contacts, Transfers, Disposals, Counter Sales, Federal Receipts, and Federal Donations. The 'Home' tab is highlighted with a red circle. Below the navigation bar, there is a 'Home Sidebar' with a 'Welcome' message and links to 'Counter Sale Accounts' and 'Federal Donation Accounts'. To the right of the sidebar is a 'Quick Search' section with two search fields: 'Asset Number' and 'Transfer Number'. The 'Transfer Number' field is highlighted with a red circle. Below the search fields is a 'User Info' section with fields for 'User' (jnelson), 'Name' (JARED NELSON), 'Customer' (AL), and 'Version' (8.18.8.10.1289). There is also a 'Change Password' button.

Type in the Disposal Number and click Search.

This is the number you wrote down when you created the Disposal Transfer. You will need to print two copies - one for your files and one for the Auditor's Office. Please sign in the Released By field. The Auditor's Office will sign/approve all disposals except Scrap on Site or Web Surplus. Once you have a signed copy from Surplus for the Scrap on Site or Web Surplus, it is your responsibility to send a copy to the State Auditor's Office for processing. Before throwing anything in a dumpster that has been scrapped, remove all identifying barcodes or other markings indicating it is State equipment. If items are being scrapped and used for parts, they either need to be taken apart or some indication made that it is being used for parts, so the Auditor's Office doesn't write it up as a New item when conducting their property audit.

If the Disposal is a trade-in for weapons, a totaled vehicle titled to an insurance company, item donated to a Volunteer Fire Department, etc., the Disposal Method will be External Org. Someone at the receiving entity needs to sign under Received By.

## AMS Surplus and Disposal Transfers

### Creating a Transfer to Another State Agency:

Click on Transfers – Transfer. Since the system automatically defaults to Surplus when you click the Transfers tab, you must select the smaller Transfer link under the Transfers tab for a transfer to another State Agency.

The screenshot shows the AMP (Asset Management Platform) interface. The top navigation bar includes Home, Assets, Contacts, **Transfers**, Disposals, Counter Sales, and Federal Receipts. The 'Transfers' tab is selected and highlighted with a red circle. Below the navigation bar, there is a 'Transfer Sidebar' with three options: Surplus, **Transfer** (highlighted with a red circle), and Internal Transfer. To the right of the sidebar is the 'Quick Search Transfers' section, which contains a search form with a 'Transfer Number' field and a 'Search' button. Below the search form are three expandable sections: 'Search Transfers', 'Adhoc Search Transfers', and 'Create Transfer'. The 'Create Transfer' section is expanded, showing fields for 'From Department \*' (07 - State Auditor's Office (07)), 'To Department \*', 'Method' (Inter-Agency Transfer), and 'Remarks'. A 'Create' button is located at the bottom of this section.

You will be able to search for a transfer or create a transfer.

To create a Transfer to another State Agency/Department, click on the + next to Create Transfer.

This screenshot is similar to the one above, showing the AMP interface with the 'Transfers' tab selected. The 'Transfer' link in the sidebar is highlighted with a blue bar. The 'Quick Search Transfers' section contains a search form with a 'Transfer Number' field and a 'Search' button. Below the search form are three expandable sections: 'Search Transfers', 'Adhoc Search Transfers', and 'Create Transfer'. The 'Create Transfer' section is expanded, showing fields for 'From Department \*' (07 - State Auditor's Office (07)), 'To Department \*', 'Method' (Inter-Agency Transfer), and 'Remarks'. A 'Create' button is located at the bottom of this section.

Choose the department that you will be transferring the assets to in the To Department field. Some departments have multiple department numbers, such as Finance Divisions or DOT, and some Property Managers of smaller Boards have multiple Boards they are assigned. You need to call the Property Manager of each department to verify which department the assets will be transferring to.

In the Asset Number field, key in each asset number being transferred. If you have assets under \$500 being transferred and are not in the database click on Create New Asset for non-tagged assets under \$500. The system will automatically assign the asset number.

The screenshot shows the 'Transfers' tab in the AssetWORKS system. A notification at the top states 'Asset added successfully.' The 'Transfer Detail' section contains the following information:

- Transfer Number: 163608
- Creation Date: 10/12/2018
- From Department: 07 - State Auditor's Office (07)
- From Person: NELSON, JARED
- To Department: 01 - Department of Human Resources (01)
- Method: Inter-Agency Transfer
- Remarks: (empty field)

Below the details is an 'Add Assets' section with an 'Asset Number' input field, an 'Add Asset' button, and links for 'Create New Asset' and 'Transfer by Filter'. At the bottom, there is an 'Assets' table with two rows of data:

View	Asset Number	Description	Approval Status	Approval Date	Recv Status	Recv Date	Receiver
	07-001120	HANDHELD SCANNER	Approved	10/12/2018	In Transfer	-	-
	07-NT2108429	Desk	Approved	10/12/2018	In Transfer	-	-

At the bottom of the table, there are 'Download', 'Cancel', 'Receive', and 'Print Detail' buttons. The text 'row(s) 1 - 2 of 2' is visible at the bottom right of the table area.

When finished entering assets, click Print Detail to print the SD1 or go to the Reports Tab, click on Transfer Reports, key in the Transfer Number, then click Run. Print three copies of the SD1, sign under Released By, have the Property Manager of the receiving Agency sign under Received By. Both Property Managers keep a copy for their records and the third copy is sent to the State Auditor's Office for approval and processing. The receiving Property Manager needs to write their new property number(s) for each item on the SD1 before sending to the State Auditor's Office. This does not apply to assets under \$500. The Auditor's Office can sign transfers between State Agencies. (If Surplus signs, there could be a charge to the receiving agency)

STATE OF ALABAMA  
DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS  
SURPLUS PROPERTY DIVISION  
NON-CONSUMABLE PERSONAL PROPERTY

RECEIVING INVOICE

STATE AUDITOR NO: 113266

DATE: 10/11/2011 10:33:13AM

TRANSFERRED FROM: State Auditor's Office (07) 	TRANSFERRED TO: Banking Department (10)	FOR SURPLUS PROPERTY DIVISION USE ONLY
		TRANSACTION NO

ITEM#	PROPERTY# DESCRIPTION MAKE/MODEL	SERIAL#	BAR CODE #	ACQUISITION COST	COND	QTY SENT	FUNDING INFORMATION		FINAL DISP
							% STATE	% FED	
1	07-000823 HP PRINTER HP/2300DN		07000823	\$956.80	Good	1			
<b>TOTAL ACQUISITION COST:</b>				<b>\$956.80</b>					

FUND AND/OR ACCOUNT PROPERTY WAS PURCHASED THROUGH:

Approved:  _____ CHIEF, SURPLUS PROPERTY DIVISION  _____ DATE	Released by:  _____ SIGNATURE  _____ TITLE  _____ DATE	Received by:  _____ SIGNATURE  _____ TITLE  _____ DATE
---	---	---

**TO RECEIVE A TRANSFER FROM ANOTHER STATE AGENCY:**

**DO NOT** enter your new asset numbers as New assets. The only exception to this rule is if a State Agency received a transfer from DOT or a Non-State Agency. To correctly get the assets in the system for the Receiving Agency, the Property Manager will click on Transfers – Transfer – then enter the Transfer Number of the SD1.



Home Assets Contacts Transfers Disposals Counter Sales Federal Receipts

Home Sidebar

- Welcome
- Counter Sale Accounts
- Federal Donation Accounts

Quick Search

Asset Number  Search

Transfer Number  Search

User Info

User

Name

Customer

Version

Change Password

Click on View. You will get a detail screen showing all the assets being transferred to your agency. Click on Receive. This will take you to another screen where you can enter your new asset number(s), change the Status to Received by clicking on the down arrow, then click Save. Non-tagged assets do not require an asset number. The asset will now be in your database and you will need to open that asset and enter all correct information (etc; barcode number, person responsible, county, building and room, activity code).

If you prefer, the State Auditor's Office can also process the Transfer by following the same steps. That is why it is important for you to write your property number(s) for each asset over \$500 on the SD1. If you are not sure how to correctly process a transfer, it is best to allow the State Auditor's Office to process it for you to avoid double work and corrections needing to be made.

**NOTE:** If you enter the transferred items as new assets, the Transfer cannot be processed in the system. If you have already entered the asset numbers as new assets in the system, when the State Auditor's Office tries to process it, they will not be able to complete the Transfer. At that point, you will have to give the Auditor's Office new asset numbers to process in the transfer. You will then be required to complete a new Disposal SD1, Admin Error, with "duplicate asset number" in the Remarks field. This creates double work, so PLEASE, DO NOT process a Transfer by entering assets as new items in the system.

If you are ever not sure how to proceed and do something, please call the State Auditor's Office for assistance. We are here to assist your any way we can. It is much easier to do it correctly the first time, than to have to double the work to make corrections later.