

Surplus Disposal Form (SDF)

For best results, print this tutorial by clicking "File" on your menu bar and then clicking "Print".

AASIS Support Center Donna Bolanos, June 2002



The surplus disposal form (SDF) is completed by an agency asset manager to turn in excess and obsolete assets to Marketing and Redistribution (M&R) for disposal. The SDF is the first step required to delete assets from agency's fixed asset inventory.

Surplus Disposal Form (SDF)--Agency

Procedure Description

This web-based form allows a state agency to create a list of items to be disposed of per Marketing and Redistribution (M&R) instructions. Using this form, an Agency may request one of the following actions: delivery, pick-up or request for on-site sale. Upon completion, this form automatically notifies M&R of the agency's request.

Dependencies

Each agency person accessing and completing the SDF must have prior authorization through Marketing and Redistribution.



The Surplus Disposal Form (SDF) is found at

<u>http://www.ark.org/eforms/forms.php</u> The SDF web site is user id and password protected. M&R will assign user id and password when requested by agency.



The username and password must be entered to continue.



The following screen will appear when the correct username and password has been entered:

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Click on the "mouse" icon for the Surplus Disposal Form – Turn-In Request to fill out the SDF on-line.

Note: To obtain a paper copy, click on the Acrobat Icon and the form will be printable.



The below message will appear.

This application will take you through a series of steps to submit your Surplus Disposal Form. Please complete the information for each step and click the Next button to proceed. You will not be able to edit this information at a later date. If you leave this program before going through all the steps, you will loose any data you have entered. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request.

bindicates a required field.

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Completed By		
Phone		
E-mail Address		
Please enter one of the follow	ving c	odes.*
Cost Center		
WBS		
Internal Order		

The cost center is required. The additional cost objects are optional.

NOTE: A separate SDF must be used for turn-ins with different cost centers.



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Click the "Next" icon to continue, and the following screen will appear:

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Surplus Disposal Form - Add Items	
On-line Request #: 1959 Please enter the following information then click ADD for each item. If an item has an asset number, property number or serial number you may only enter a quantity of one. After you have entered all the items you wish, please click NEXT. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request.	
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On this screen enter the following information:

Quantity: Required. Enter the quantity of the material. NOTE: If an item has an asset number, property number or serial number you may only enter a quantity of one.

Asset #: Optional. Enter the AASIS assigned number.

Property #: Optional. Enter the number assigned prior to 07/02/01.

Serial #: Optional. Enter the serial number if applicable.

Description: Required. Enter a description of the item. 40 Characters

Click "Add" to continue.

AASIS Support Center Donna Bolanos, June 2002



The screen will appear as follows:

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User is asked to verify information. If editing is required, select "BACK". If correct, select " Next".

Enter each item into the form until all items have been entered.

Click "Exit" to end and submit form.

Continue entering assets that are to be turned in. The site will continue to post the entries at the bottom of the screen until the turn in is complete. When **ALL** entries have been made click the "Next" icon.



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This screen is for the verification of entries that have been made to the SDF. If all the entries are correct, click the "Next" icon to continue.



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On Line Boruset #- 1959	
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Your on-line request # is 1959.	
If you have any questions, please contact Marketing & Redistribution at (501)565- 8645.	
Exit	
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The SDF has been submitted to M&R.

M&R receives an e-mail from the server and the submitting agency receives the same e-mail.



Below is a screen print of the e-mail that the server has sent to the agency and to M&R.

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Below is the copy of the SDF that has been sent to M&R and the agency:

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M&R will then contact the submitting agency with a date and time for pickup or delivery.



Once M&R has received the assets that are to be turned in, the SDF is completed by M&R and submitted to AASIS to have the items entered into M&R's inventory. When the SDF is submitted to AASIS by M&R, the server will send an automatic e-mail to the agency that submitted the SDF. The e-mail will contain the completed SDF. Below is a copy of the automatic e-mail.





Below is the completed SDF:

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Upon receipt of the completed SDF the Agency Asset manager will need to complete Transaction ABAVN – Scrapping to delete the asset from the agency's fixed asset inventory and Transaction AS02 – Change Asset Master Record to change the status of the asset from on hand to transferred to M&R.

The above mentioned transactions will only be completed if the status of the asset on the completed SDF is marked "REC" for received. Assets mark with "DNR" did not receive and should not be deleted from the Agency's inventory.

NOTE: It is recommended that a copy of the completed SDF be maintained by the Agency Asset Manager for an audit trial. The copy can be electronic and/or in hardcopy form.