[Emergency Advance Decals in myAssets]

Use this instruction guide to learn how to obtain emergency advance decals under certain circumstances using myAssets. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF’s new online property management system, myAssets, at https://myassets.fa.ufl.edu

Asset Management issues property decals when the voucher for the asset is posted in myUFL. In certain circumstances, an item has a short window of availability for placing the decal and the asset may not be available after the voucher is posted. Use this feature to request a decal before the voucher is posted to ensure all items are decaled.

- Log on to https://myassets.fa.ufl.edu using your Gator Link username and password
- In the Dept Asset Administration menu, in the Requests section, click the Emergency Advance Decal Request link
- Enter all the information in the screen needed included an explanation as to why this is needed

Asset Management will receive the request and print and assign the tag number
- You will be contacted the next business day to make arrangements for placement

myAssets will display this asset in your departmental assets reports once the decal has been assigned
- When the voucher is posted, the property record will be created in myUFL using final payment information

- For further assistance contact the University Asset Management Office at (352) 392-2556.