[Transferring Property in myAssets]

Use this instruction guide to process transfers of property in 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

Submit this request when property needs to be transferred to another UF department. Contact the department receiving the property to obtain the correct Dept ID and Program Code to complete the process. Property Custodians of both Dept IDs will need to complete the transfer. myAssets will route the request to the department receiving the assets for completion of the request.

The system will route your request to Asset Management, who will process the request and update myUFL with the new information.

- Log on to https://myassets.fa.ufl.edu using your GatorLink username and password
- In the Dept Asset Administration menu, in the Manage Assets section, click the Transfer of Property link
  - Enter the Tag number of the item to be transferred
  - Click the Add link to bring up the item’s information
    - You can add another item this way if you are transferring more than one to the same Dept ID and Program Code
  - Select the Dept ID that will be receiving these assets in the Receiving Office section below
  - Select the Program Code for the same Dept ID from the dropdown
    - The system will now display the correlating Property Custodian’s information for this Dept ID and Program Code

- Check the box at the bottom that certifies that the information entered is accurate and sensitive data has been removed
- Click the Submit Request link at the bottom to submit
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- myAssets will route the request
  - To your department Property Custodian for approval
  - To the contact of the department receiving the asset(s) for fund, location and model entry
  - To the Property Custodian of the department receiving the asset for review and approval
  - To Asset Management for processing and updating of myUFL

- The same Property Custodian may be responsible for different Dept IDs
  - He or she would approve the transfer both as the originating Dept ID and the receiving Dept ID
  - Property Custodian
    - Both Dept ID contacts will enter the needed information for their department and submit it online for the Property Custodian to approve both departments
    - myAssets will route accordingly

- To transfer several assets at once, you may also use the My Assets link in the Tools section
  - Select the assets by using the checkboxes
  - Click the Transfer Property link at the top
  - Complete the form and submit

Remember, you can track the status of your request in the My Requests link in the Tools section
- Click Transfer Requests to view your transfer request status
- Refer to the instruction guide, “Tracking Your Requests in myAssets” for more instructions.

For further assistance contact the University Asset Management Office at 392-2556 or e-mail property@admin.ufl.edu