Using myInventory - Request Decal in myAssets

Use myInventory to request a decal for an asset or attractive item when:
- The original decal has been destroyed or damaged and is unreadable
- The original decal has been lost

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>To begin, go to the Quick Links box and click the My Inventory link.</td>
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<tr>
<td></td>
<td><img src="image" alt="My Inventory" /></td>
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<td>2.</td>
<td>Find the asset or attractive item that needs the decal and click its row. For this example, click the MICROSCOPE NIKON 79000 F/VIDEO link.</td>
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<td><img src="image" alt="myAssets" /></td>
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<td>3.</td>
<td>Click the Request Decal button.</td>
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<td><img src="image" alt="Request Decal" /></td>
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4. Enter the reason for requesting a new decal. Off campus IFAS locations need to enter their mailing address in the Reason box as well.

For this example, enter the following reason: "Need a new decal since the old one was damaged by heat and is unreadable."

5. Click the **Submit** button.

Upon submitting the request, the contact or custodian will receive a confirmation e-mail

6. Once Asset Management receives this request, it is approved and a decal is printed for the asset.

An e-mail is sent to the requester that the decal has been printed and how the decal will be delivered.

Decals printed for IFAS, STAR Departments and off-campus locations will be mailed, while all other decals will be brought to the department and placed on the item by Asset Management. Click the **OK** button.

7. To check the status of this request, point to the **Requests** link.

8. Click the **My Pending Requests** link.

9. On the **Pending Requests** page, go to Decal Requests to:
   - Check the **status** of any of your requests
   - Read the **attached PDFs** of your request when available
   - **Attach documentation** if needed when the **blue arrow** displays on the item’s row
   - **Approve** the request when the **pencil icon** displays on the row and you are a custodian.

For further assistance, please e-mail [property@ufl.edu](mailto:property@ufl.edu), call Asset Management Services at 352-392-2556, or visit [http://www.fa.ufl.edu/departments/asset-management/](http://www.fa.ufl.edu/departments/asset-management/).