

University departments may not sell or otherwise dispose of property or supplies owned by the university without prior written authorization from the Chief Procurement Officer or authorized designee. The purpose of the written authorization is to ensure that the disposal procedure utilized is appropriate and in compliance with university regulations and the state procurement code.

This protocol outlines the general procedure for Disposing of a piece of property in Banner. For further details about disposals, please refer to the Property Manual.

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Outline of property disposal protocol:

1. Complete the Property Disposal Authorization Form
2. Dispose of the property, following the rules outlined in the property manual, and collect supporting documentation.
3. Disposal of the asset in Banner through the Fixed Asset Adjustment form. [FFAADJF]
4. Record the asset as disposed in FFATRAN
5. Submit a batch sheet to Statewide Financial Systems
6. Submit a Property Destruction Authorization & Certificate form

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### 1. Complete the Property Disposal Authorization Form

A Property Disposal Authorization Form should be filled out by the department that is disposing of the property. This should be done for any controlled property or supplies with an estimated net salvage value of \$100 or more. The Disposal Authorization form should be submitted to the campus property coordinator for review and then forwarded to Statewide Financial Systems for final approval. If the disposal is approved, the Disposal Authorization Form is signed by the Chief Procurement Officer, or authorized designee, and the property coordinator is notified.

*Note that there are special instructions for Vehicles:* Notify Financial Systems before disposing of a vehicle so that it can be verified that we have possession of the title and the university owns the vehicle. To start the disposal process, campuses need to submit a Property Disposal Authorization Form, along with a copy of the sale advertisement, auction notice, or details about destruction.

### 2. Dispose of the property, following the rules outlined in the property manual, and collect supporting documentation.

<http://www.alaska.edu/financial-systems/property/manual/property.pdf>

### 3. Disposal of the asset in Banner through the Fixed Asset Adjustment form. [FFAADJF].

Documentation for the Fixed Asset Adjustment Form [FFAADJF] can be found on the Financial Systems' website at the following link:

[https://secure.alaska.edu/secure-files/financial-systems/restrict/ffaadjf\\_detail.pdf](https://secure.alaska.edu/secure-files/financial-systems/restrict/ffaadjf_detail.pdf)

- Access **FFAADJF** in Banner
- In the Document code Field Type <NEXT>
- Function Code should default to WOFF (write off) <Next Block>

The screenshot shows the Banner Fixed Asset Adjustment Form (FFAADJF) with the following fields and values:

- Document Code: M0013651
- Function Code: Write Off
- Description: Disposed of - auction
- Transaction Date: 05-MAY-2011
- Asset Data: Item: [ ] of [ ], Permanent Tag: [ ], Disposal Method: [ ], Net Book Value: [ ], Amount: [ ]
- Access Completion: [ ]
- Message: Adjustment is approved - no changes allowed.
- Record: 1/1

- Enter the description and transaction date (date entered in Banner).
- <Next Block> Enter P-Tag # and Disposal method.

Oracle Developer Forms Runtime - Web: Open - FFAADJF

File Edit Options Block Item Record Query Tools Help

Need Asset Adjustment (FFAADJF) (Local)

Document Code: E02280      Function Code: Write Off

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Description: Disposed of--action      Transaction Date: 06-MAY-2011  
 Asset Adjustment Text      Document Reference:

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**Asset Data**

Item: 0 of 0      Permanent Tag: E02280 Dodge Ram 2500 3/4ton 4x4 Truck 2001       Surprise  
Disposal Method: DC      Net Book Value: 20,896.00  
Amount: 0.00

Access Completion

Check and press NEXT BLOCK to Access Completion.  
Record: 1/1      <OBC>

- Note the M# that Banner generates
- <Next Block> to the Balancing/Completion Block and hit 'Complete' to post the item.

Oracle Developer Forms Runtime - Web: Open - FFAADJF

File Edit Options Block Item Record Query Tools Help

Adjustment Balancing/Completion (FFAADJF) (Local)

Document Code: E02280  
Transaction Date: 06-MAY-2011  
Asset Data Record Count: 1

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**Input**

Asset: 20896.00  
Accounting: 20896.00

Complete:       In Process:

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FRM-4048D: Transaction complete: 2 records applied and saved.  
Record: 1/1      <OBC>

#### 4. Record the asset as disposed in the Fixed Asset Transfer Form [FFATRAN]

Documentation for the Fixed Asset Transfer Form [FFATRAN] can be found on the Financial Systems' website at the following link:

[https://secure.alaska.edu/secure-files/financial-systems/restrict/ffatran\\_detail.pdf](https://secure.alaska.edu/secure-files/financial-systems/restrict/ffatran_detail.pdf)

- Access **FFATRAN** and enter vehicle E tag Number in the Permanent Tag field <Next Block>

- Go to the options Menu and select the option 'Transfer Information'.
- Tab to and enter in the Transfer Reason.
- Tab to and update the User Status Code to 'X'—Disposed <Save>
- Check FFIMAST to see if disposal has been recorded.



## **6. Submit a Property Destruction Authorization & Certificate Form**

The Property Destruction Authorization and Certificate Form and the supporting instructions can be found on the Financial Systems' website at the following link:

<http://www.alaska.edu/financial-systems/property/forms/>

**Contact the Property Coordinator at Financial Systems if you have any questions:**

Alison Hayden  
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