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.

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

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.

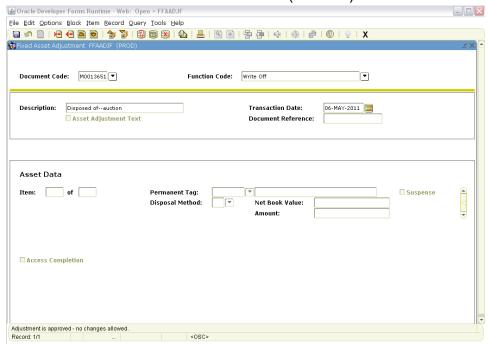
http://www.alaska.edu/financial-systems/property/manual/property.pdf

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

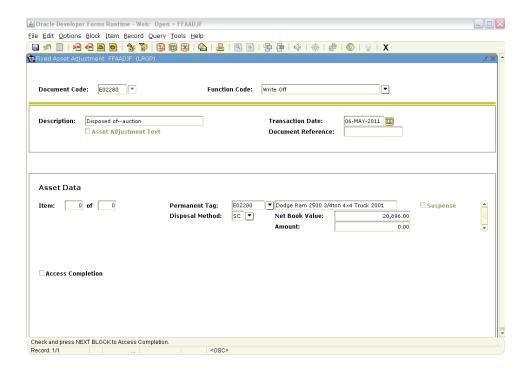
Documentation for the Fixed Asset Adjustment Form [FFAADJF] can be found on the Financial Systems' website at the following link:

https://secure.alaska.edu/secure-files/financial-systems/restrict/ffaadjf_detail.pdf

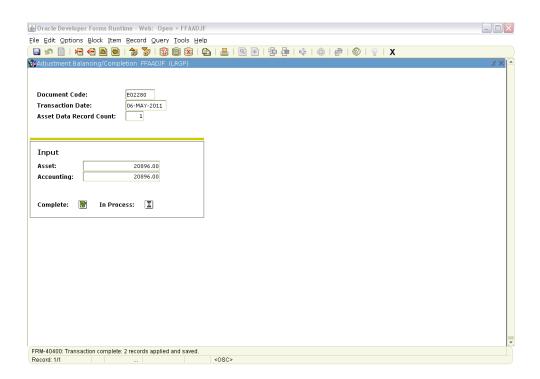
- Access FFAADJF in Banner
- In the Document code Field Type <NEXT>
- Function Code should default to WOFF (write off) <Next Block>



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



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

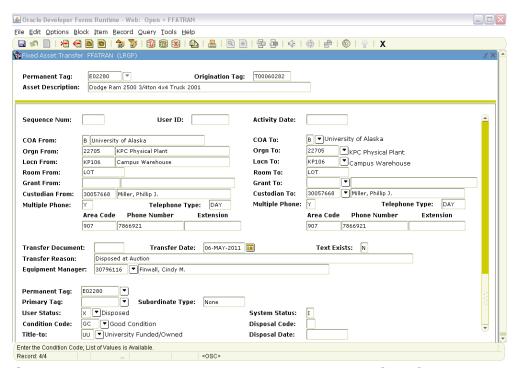


4. Record the asset as disposed in the Fixed Asset Transfer Form [FFATRAN]

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

 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.

5. Submit a Batch Sheet to Statewide Financial Systems

The Batch Sheet can be found on the Financial Systems' website under UA Fixed Asset Entry Form. See the following link:

http://www.alaska.edu/financial-systems/property/forms/FixedAssetForm9.pdf

Fill in the date, userid and campus code. The only information needed is the tag number, reference number from the reconciliation, the proper addition or delete. Comment field is to explain something unusual with the line item. This form will automatically add the columns for additions and deletions, the total will move to the top of the form.

You no longer need to separate creates from updates or deletions. If items offset each other just leave the Tag Number blank and enter the appropriate reference code and enter the amount in the proper column(s). The comment can be entered as OFFSET, but that is not necessary.

| UNIVERSITY OF ALASKA FIXED ASSET ENTRY INFORMATION | | | | | |
|---|----------------|-----------------|---|-----------------|----------------------------|
| Date records entered to Fixed Asset Module: 05/06/11 By Userid: SNRDT1 Campus: KP | | | | | |
| Additions (including creates and write-ups): 0.00 | | | Deletions (including disposals and write-downs) 20,896.00 | | |
| Transfers: New Campus if transferring to another campus: | | | | | |
| Tag Number | Reference Code | Addition Amount | | Deletion Amount | Comments (if necessary) |
| E02280 | M0013651 | | | 20896.00 | DISPOSAL |
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| × ^{11.00 in} Total: | | 0.0 | 00 | 20,896.00 | |

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 907-450-8050