

# Report of Disposition or Permanent Transfer of Tangible Assets Form (DISP)

The **Report of Disposition or Permanent Transfer of Tangible Assets Form (DISP)** is used to notify the Property Inventory Department of the **disposition *or* the permanent relocation** of all tangible assets purchased or otherwise received by the University. It is necessary to report the relocation of tangible assets to another building or the relocation of tangible assets within a building if the relocation is expected to **last more than one year**.

**> Note:**

This form must be used for the permanent relocation of all University vehicles, but the **Report of Vehicle Acquisition or Disposition**, [Form 6.6](#), must be used for all dispositions of University vehicles.

The **DISP** documentation contains the following sections:

- [General Information](#)
- [Accessing the DISP Form](#)
- [Completing the DISP Form](#)
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## General Information

General notes about the DISP form:

- Surplus and scrap tangible assets may be sold by the Salvage and Surplus Department. Upon receipt of the DISP form, Property Inventory will notify the Salvage and Surplus

Department of items awaiting disposal. Budgets are credited twice a year for these sales (see [Policy BS15](#)).

- If the **equipment** to be disposed of **has a US Military or US Government tag**, this **item must be cleared by the appropriate department** (Research Accounting, Rider Bldg.) *prior* to the item being sent to Salvage and Surplus.
- **Items with hazardous or radioactive stickers** must be cleared by the Health Physics department *prior* to notifying Salvage and Surplus.
- Relocations of tangible assets expected to last **from 30 days up to and including one year** are to be reported on the **Report of Temporary Relocation of Tangible Assets**, ([Page 6.7](#)).
- Relocations of tangible assets for less than 30 days, such as moving furniture and office machines to another area during student registration, need not be reported.
- Relocations of tangible assets to a non-University location for the purpose of conducting University business must be approved through the **Request for Authorization to Use University Tangible Assets at a Non-University Location**, ([Page 6.3](#)).
- A maximum of 10 individual items can be listed on a single DISP form.
- For the dispositions of tangible assets that are traded-in on new purchases, the document number of the DISP should be indicated in a statement in the Note Pad area of the NPUR/PURC for the new asset .
- The DISP form requires only budget administrator's approval (no proxies). Refer to [Appendix 23](#) in the General Forms Usage Guide and [FN18](#) in the Policy Manual for additional information.

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## Accessing the DISP Form

13:49:26 U: JWD1 T: TCP01072 L: LSX32702 I: NET-PASS M: LAM 04/28/2000

-- NET-PASS Activity Table --

Level Id	Application Name	Application Description	Rev. Time
PF01	NCCF	NCCF- Network Control	
PF02	ROSCOE	ROSCOE Editor	
PF03	CCOM	IBIS	
PF04	TESTAIS	Test COM-LETE	
PF05	TSO	TSO/E - IPO2	
PF06	ACOM	ISIS-A	
PF07	BCOM	ISIS-B	
PF08	DCOM	ADIS	
PF09	RMDS	Report Management Dist System	
10			

PASS Character : \\  
Suspend Key : PF11  
Jump Key : PF12

OAS SUPPORT CTR - 814 863-2276

Max Sess.: 10

Printer : PF24

HERMS 16

- Select **CCOM** from the Net-Pass Activity table.

13:56:46 TID 6578 CCOM User JWD1 04/28/00  
-- COM-PASS -- USTS

Suspended Programs				Program Services			
Programs	Name	C Level	PF	Service Description	Programs	ID	PF
		1		LOGOFF	LO	A	01
		2		SUPPORT SYSTEM MENU	SUPMEN	B	02
		3		MESSAGE SWITCHING	UM	C	03
				UQ UTILITY	UQ	D	04
				ULOGM UTILITY	ULOGM	E	05
				APAS/INSIGHT	INSIGHT	F	06
				IBIS ADMIN MENUS	IBIADM	G	07
				IBIS SEC	N2SEC	H	08
				NATURAL2	N2226	I	09

Enter Input:

LU Name: NPL00272 HC TID: 2610 Recall: NO Language: 001  
Devtype: 3279 US Device: TCP2610P Suspend: < NO Case : UPPER  
Lines : 24 Key: Jump: NO NO  
Columns: 80

- Within **CCOM**, select **IBIS Admin** menus.

04/28/00  
14:00:18.8

**INTEGRATED BUSINESS INFORMATION SYSTEM**

M1M1  
JWD1

Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION	DESCRIPTION	FUNCTION	DESCRIPTION
FORM	Help Selecting HRS Forms	M2PI	Property Inventory
M2AH	IBIS Adhoc Functions	M2PR	Purchasing System
M2AS	EASY Elec. Appr. System	M2VA	Vendor System
M2BG	Budgeting System	BAMM	Budget Planning: BudAuto
M2FN	Financial System	M2IM	Inventory Management
M2FS	Facilities System	CODE	Codeset Maint. System
M2HR	Human Resources System	M2NC	Nat Conn. Applications
M2PA	Payroll System	M2PE	Pay & Effort Functions

**NEXT FUNCTION: DISP 1** **PREV MENU: NONE**  
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
HELP MENU CMPS END . . . . . KEYS PRNT .

1. On the **M1M1** screen at **Next Function:** enter **DISP**.

Press **Enter**. A blank **DISP** form will appear on the screen.

**> Note:**

To access **DISP** using the **IBIS** menus:

- On **M1M1** at **Next Function**, enter **M2AS**. Press **Enter**.
- On **M2AS** at **Next Function**, enter **M3FM**. Press **Enter**.
- On **M3FM** at **Next Function**, enter **M4PR**. Press **Enter**.
- On **M4PR** at **Next Function**, enter **DISP**. Press **Enter**.

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## Completing a **DISP** Form

Screen 1 of 3

**PLEASE ENTER FORM ACTION**

REPORT OF DISPOSITION OR PERMANENT TRANSFER OF EQUIPMENT Page 1 of 3

Form Action: **1** Document #: Unit: Confidential: N  
Effective Date: 04 / 28 / 2000 **3** Home Budget: \_\_\_ - **4** - \_\_\_ UP **2**  
Status:

PROPERTY INVENTORY DEPARTMENT

Permanent Transfer \_ \*Salvage & Surplus \_ Sold \_ Dismantled \_

Loaned/Relocated \_ Stolen **5** \_ Lost \_ Traded-in \_  
(more than 1 year)

The equipment inventory of this department should be adjusted to reflect the following changes:

From: Department **6** \_\_\_\_\_  
Building **8** \_\_\_\_\_  
Room **10** \_\_\_\_\_  
To: Department **7** \_\_\_\_\_  
Building **9** \_\_\_\_\_  
Room **11** \_\_\_\_\_

1. Type **ADD** in **Form Action**.
2. The field titled **Confidential:** can not be modified. The default value for this field is N (No).
3. The **Effective Date** is supplied by the system but can be modified.
4. Enter the **Home Budget**.

**> Notes:**

- o **UP** will be supplied by the system **but can be overwritten** with another valid budget location code.
- o The budget must be entered in IBIS format.

**Example:**

Home Budget 224-01 HY would be entered as 02-024-01 HY.

5. Place an **X** at one of the following types of disposition or transfer:

**> Note:**

The **X** should be placed **after** (to the right) of the disposition title as it appears on the screen.

○

Permanent Transfer

6. Salvage & Surplus

**> Note:**

Credit will not be forwarded if the Administrative Area name and Budget number fields are left blank on the second screen of the DISP form.

7.

Sold

8.

Dismantled

9.

Loaned /Relocated (for **more** than 1 year)

10.

Stolen

11.

Lost

12.

Traded-in

13. At **From Department:** enter the department name where the tangible asset **is located**.

14. At **To Department:** enter the department name where the tangible asset **is being moved**.

**> Note:**

If the tangible asset is being transferred to **Salvage & Surplus**, do *not* enter any information in the **To Department:**.

15. At **From Building:** enter the building name where the tangible asset **is located**.

16. At **To Building:** enter the building name where the tangible asset **is being moved**.

17. At **From Room:** enter the room number where the tangible asset **is located**.

18. At **To Room:** enter the room number where the tangible asset **is being moved**.

Press **PF8** to go to the next screen.

## Screen 2 of 3

**PLEASE ENTER FORM ACTION**  
REPORT OF DISPOSITION OR PERMANENT TRANSFER OF EQUIPMENT Page 2 of 3

Inventory Tag Number <b>1</b>	Serial Number <b>2</b>	Article <b>3</b>	P. I. Use Only <b>4</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*CREDIT WILL NOT BE FORWARDED IF ADMINISTRATIVE AREA AND BUDGET NUMBER ARE LEFT BLANK ON ITEMS THAT ARE SENT TO SALVAGE AND SURPLUS

College or Administrative Area \_\_\_\_\_ **5** \_\_\_\_\_ Budget Number \_\_\_\_ - **6** - \_\_\_\_\_

For **each tangible asset** that is being disposed or transferred, key in:

1. The **PSU Inventory Tag number**.
2. The item's **serial number**, if applicable.
3. A **complete description** of the asset.

**> Note:**

Additional description can entered in the **Remarks** section on the last screen.

4. The column titled **P. I. Use Only** is restricted for use by Property Inventory.
5. Enter the name of the **College or Administrative Area to be credited** for items being sent to **Salvage & Surplus**.
6. Enter the **Budget Number to be credited** for items being sent to **Salvage & Surplus**.

> **Reminder:**

**Credit will not be forwarded if the Administrative Area name and Budget number fields are left blank on this screen.**

Press **PF8** to go to the next screen.

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## Screen 3 of 3

PLEASE ENTER FORM ACTION  
REPORT OF DISPOSITION OR PERMANENT TRANSFER OF EQUIPMENT Page 3 of 3

Remarks: ① \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note Pad Area: ② \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Action:  
Last Action Name:  
NEXT FUNCTION: \_\_\_\_\_

Next Approver: ③ \_\_\_\_\_  
(MENU, END)

1. At **Remarks**, enter any additional information that is pertinent to the transfer of the tangible asset(s).
2. This is the standard IBIS **Note Pad**. The user should indicate any additional details that will expedite the processing of the form.
3. Enter the UserID at **Next Approver** if the next approver is not the default approver or on the approval path.

Press **PF12** to **ADD** the form.

Enter **SUB** at **Form Action** and press **PF12** to submit the form for approval.

Last Revised: 07/22/2003