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
  - Screen 1 of 3
  - Screen 2 of 3
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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**
- Select CCOM from the Net-Pass Activity table.

- Within CCOM, select IBIS Admin menus.
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.

### Completing a DISP Form

**Screen 1 of 3**
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:**
   - **UP** will be supplied by the system **but can be overwritten** with another valid budget location code.
   - 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.
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**

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.