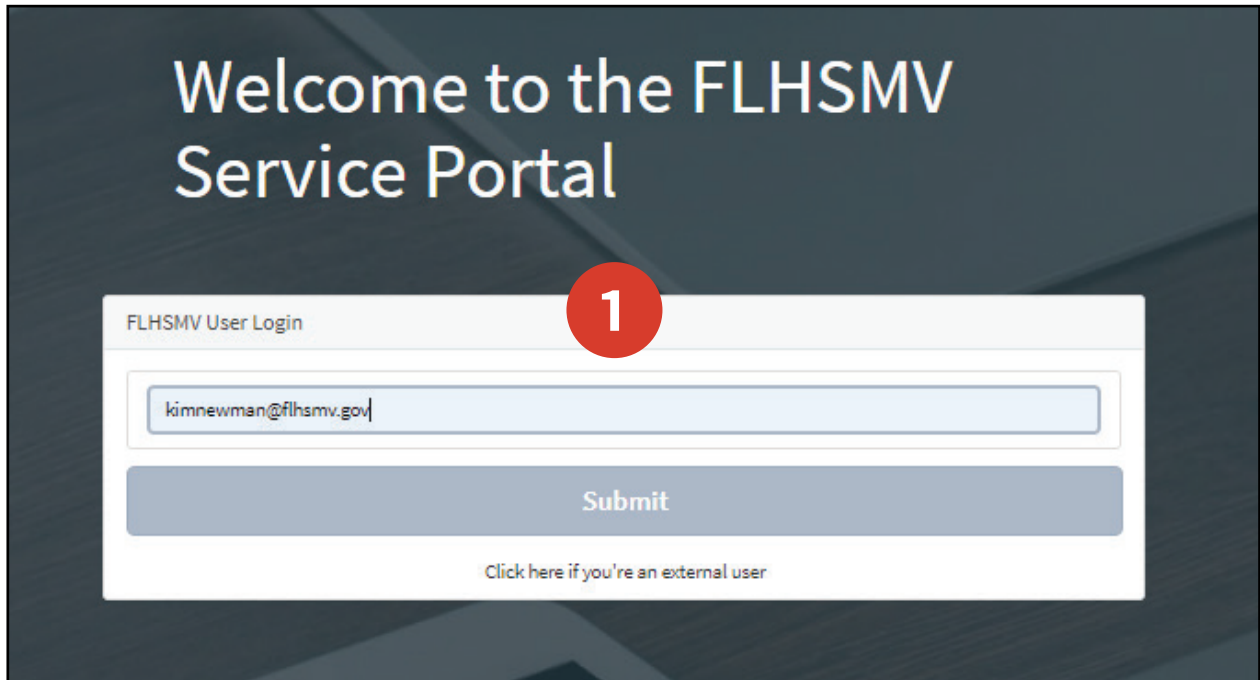
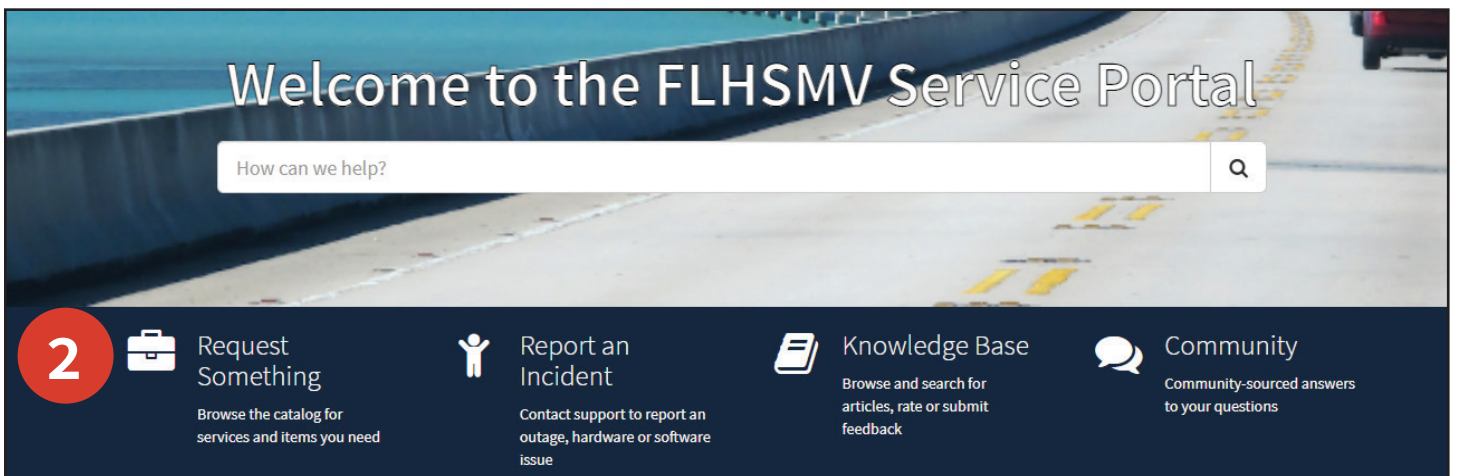


Disposal of Surplus Property (Non-Tagged Assets)

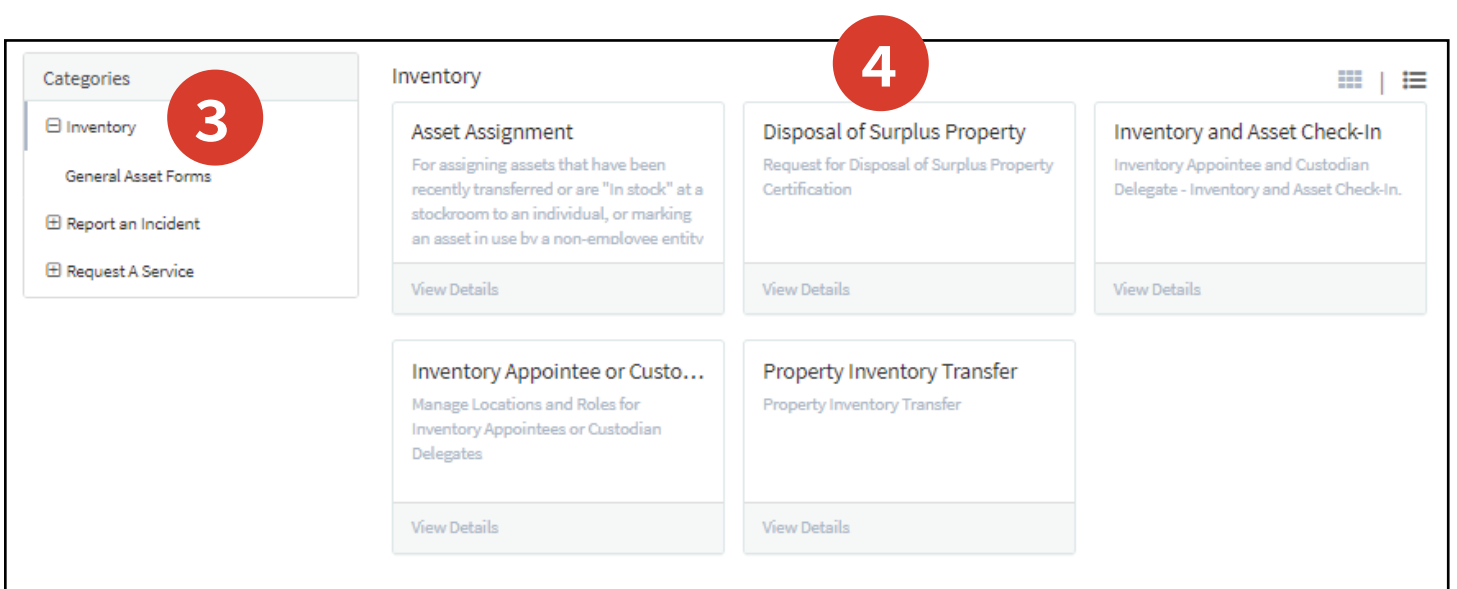
This procedure will identify the steps to dispose of non-tagged surplus property by Custodian Delegates and Inventory Appointees.



1) Sign into the ServiceNow Portal at <https://flhsmv.service-now.com/sp> using your FLHSMV email.



2) Select the Request Something icon.



3) Under Categories, select Inventory.

4) Select the Disposal of Surplus Property option.

Disposal of Surplus Property
Request for Disposal of Surplus Property Certification

* Disposal Initiated by
Kim Newman

* Are you the Custodian Delegate or Inventory Appointee of the assets being disposed?
 Inventory Appointee Custodian Delegate

Custodian Delegate
Kim Newman

* Location Code(s) being reviewed
37 Q06717A403

* Approving Bureau Chief
Winston Hull

* Short description
broken chair

* Type of disposal
Does the assets have a DHSMV tag or is this an untagged asset (E.g. furniture)
 Tagged assets Non-tagged assets

* Non-tagged assets
Add Remove All

Actions	Asset type	Disposal reason	Quantity	Comments
No data to display				

Submit

Required information
 Non-tagged assets Missing tagged assets
 I hereby certify this property as surplus in accordance with F.S. 273

Clicking the blue highlighted text shows you what information still needs to be completed before submitting the request.

5) Identify if you are the Inventory Apointee or Custodian Delegate. If you are the Inventory Apointee, select the name of your Custodian Delegate.

*If the correct combination is not selected, the location codes will not show up.

6) Complete the Location Code(s) being reviewed. Multiple Location Codes can be selected.

7) Select the Approving Bureau Chief and write a Short Description.

8) Select the Non-Tagged Assets radio button.

9) Click Add to create the non-tagged asset.

*To avoid losing entered information when adding multiple assets to surplus disposal, add non-tagged assets first.

Add Row

* Asset type
Chair

* Disposal reason
Broken or too costly to repair

* Quantity
1

* Comments
Located in room B261

Close Add

10) In the pop-up window, select the Asset type and the Disposal Reason from the dropdown menus.

11) Enter the Quantity.

12) Comments should include the location or room number where assets are located.

13) Click Add.

* Disposal Initiated by
 Kim Newman

* Are you the Custodian Delegate or Inventory Appointee of the assets being disposed?
 Inventory Appointee Custodian Delegate

Custodian Delegate
 Kim Newman

* Location Code(s) being reviewed
 37 Q06717A117

* Approving Bureau Chief
 Winston Hull

* Short description
 chair

* Type of disposal ?
 Does the assets have a DHSMV tag or is this an untagged asset (E.g. furniture)

Tagged assets Non-tagged assets

* Non-tagged assets

Add Remove All

Actions	Asset type	Disposal reason	Quantity	Comments
	Chair	Broken or too costly to repair	1	Located in B261

I hereby certify this property as surplus in accordance with F.S. 273

15

16 Add attachments

17 Submit

14) The Non-Tagged Assets table will populate the entry.

*Confirm your request is accurate and complete.

15) Check the box that says I hereby certify this property as surplus in accordance with F.S. 273.

16) Add any attachments to the request.

17) Once all assets are added and confirmed, click Submit.

Home > My Disposal Orders

My Disposal Orders

View Open Search open Disposal Orders

DISPOSAL0001078 - Disposal Order - Surplus laptop not in use
 DISPOSAL0001078


New just now

18

18) The next screen will show that the request was submitted and the status of the disposal order.

Disposal order DISPOSAL0001072 has been created!

TAC <flhsmv@service-now.com>
To: Ford, Jennifer; Yawn, Karen



19

Disposal order [DISPOSAL0001072](#) has been created!

Details

Title	DISPOSAL0001072 - Disposal Order - Projector
Description	
Opened By	Karen Yawn
Custodian Delegate	Jennifer Ford
Surplus Reason	

ASSET DETAILS:

Description	Serial Number	Location	Location Code	Assigned To
175315 - HITACHI PROJECTOR CPX260	F6C001450	KIRKMAN	37 Q06717B261	

Thank you,
Fixed Asset Team

19) You will receive an email notifying you the request was created.

For surplus Non-Tagged Assets, the approval workflow is:

Inventory Appointee -> Custodian Delegate -> Bureau Chief -> Central Supply Review -> Property Review Board -> Disposal


For Desktop Computers:

Inventory Appointee -> Custodian Delegate -> Bureau Chief -> ISA Desktop Support -> Central Supply Review -> Property Review Board -> Disposal

Asset Disposal Order DISPOSAL0001077 is pending your approval

20

TAC <flhsmv@service-now.com>
To: Burch, Steve



The following assets have been submitted for disposal by Steve Burch and are pending your review

Click below to approve or reject via an email reply:

[Click here to approve DISPOSAL0001077](#)
[Click here to reject DISPOSAL0001077](#)

Click here to sign into ServiceNow and view Approval DISPOSAL0001077: [LINK](#)

Note: Outlook needs to be your computer's default email app to approve/reject via email. Please contact TAC if any issues occur.

20) Once the Custodian Delegate approves the disposal request, the Bureau Chief will receive an email to approve the request.

Disposal order DISPOSAL0001077 is pending ISA approval

21

TAC <flhsmv@service-now.com>
To: Alexander, Mike; Burch, Steve



Disposal order [DISPOSAL0001077](#) is pending ISA approval.

A Desktop technician will be in contact soon.

21) If you select *Computers* under *Asset Type* and submit the disposal order, a Desktop Support ticket will generate once your Bureau Chief approves in ServiceNow. You will then receive this email.

Desktop support will come and remove the hard drive from the computer.

22

Disposal order [DISPOSAL0001067](#) assets are required to be dropped off to room AB10 (Basement level)

Please contact Central Supply at (850) 617-3453 for drop-off availability.

OR

Disposal order [DISPOSAL0001067](#): A Central Supply member will come and pick up your items as soon as they can.

Please contact Central Supply at (850) 617-3453 with any issues or concerns.

22) When Central Supply acknowledges the disposal request, an email will be sent to the ticket creator and the Custodian Delegate informing them to either deliver the item to Central Supply, or that Central Supply will come pick it up.

23) Once Central Supply acknowledges receipt of the item(s), both the ticket creator and Custodian Delegate will receive a confirmation email.

*The non-tagged item(s) will go through the surplus review board process for proper disposal.

23

Disposal order DISPOSAL0001077 has been completed

TAC <flhsmv@service-now.com>
To Lester, Kathleen; Spears, Joann; Alexander, Mike; Burch, Steve; Horton, Stephanie; Gardner, Walter

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Disposal order [DISPOSAL0001077](#) has been completed!
Central Supply has received your item(s) and will move forward with the disposal.
For tagged items, the asset has been transferred to Central Supply (Q06717AB10) and removed from your inventory.

Details

Title	DISPOSAL0001077 - Disposal Order - desktop tower replaced by laptop.
Description	
Opened By	Steve Burch
Custodian Delegate	Mike Alexander
Surplus Reason	
Disposal Type	Non-tagged assets
Non-tagged Assets	(Asset Type: Computers Quantity: 1 Disposal Reason: Obsolete or no longer needed in office operations Comments: tower located in A403)
Property Disposed of By	
Close Notes	