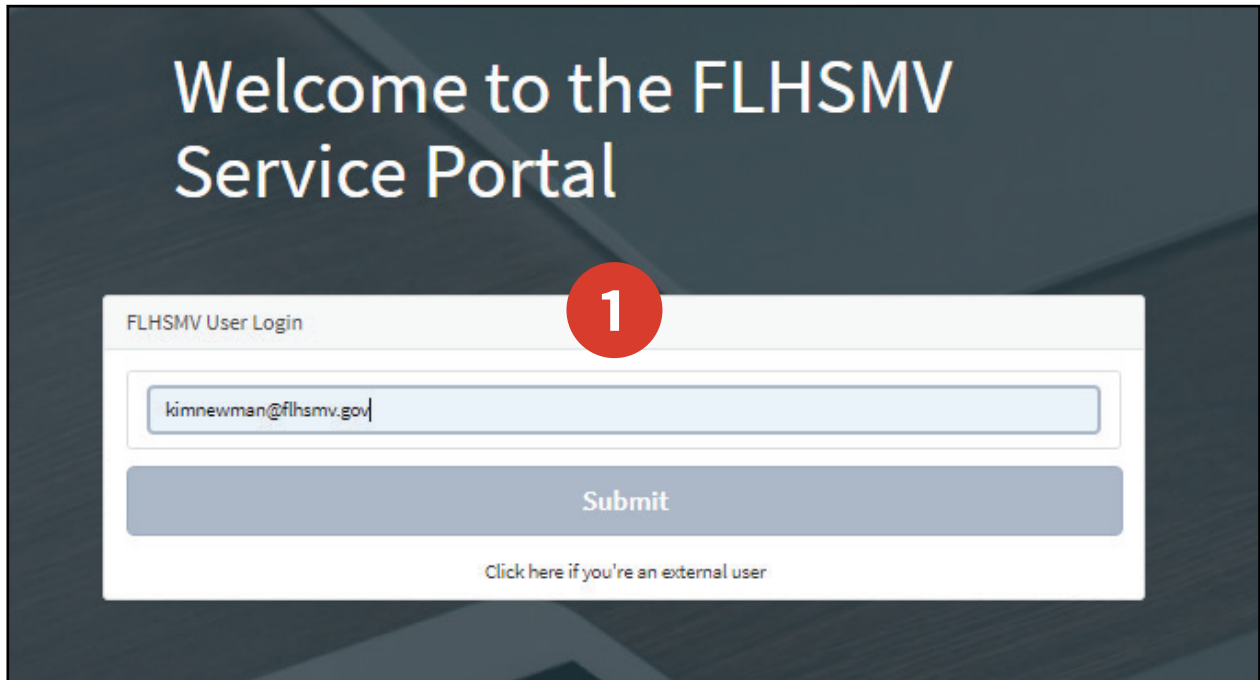
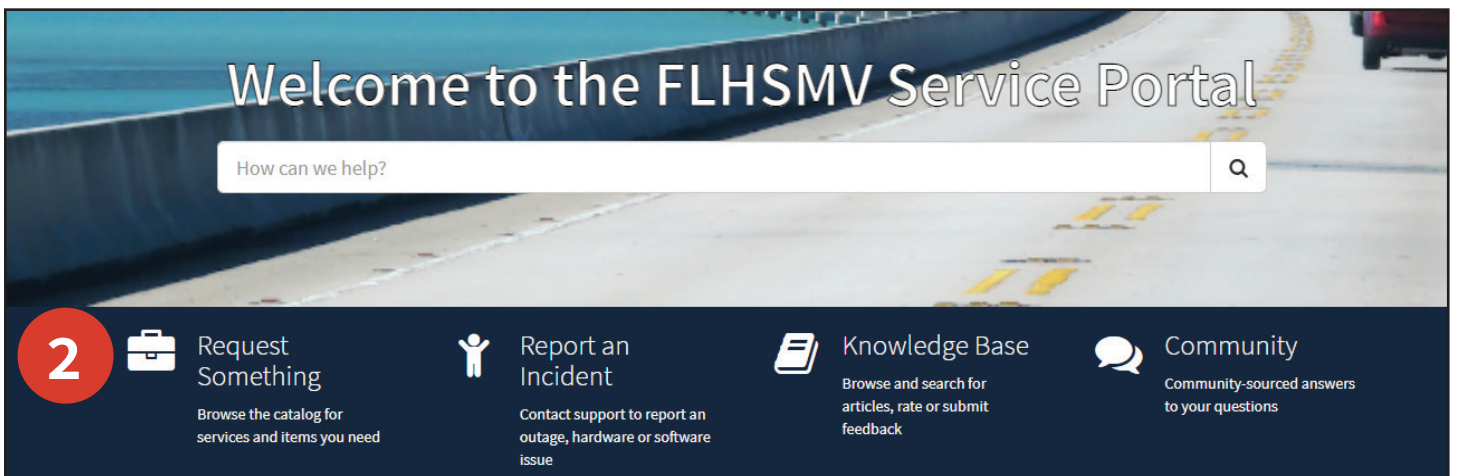


Disposal of Surplus Property (Tagged Assets)

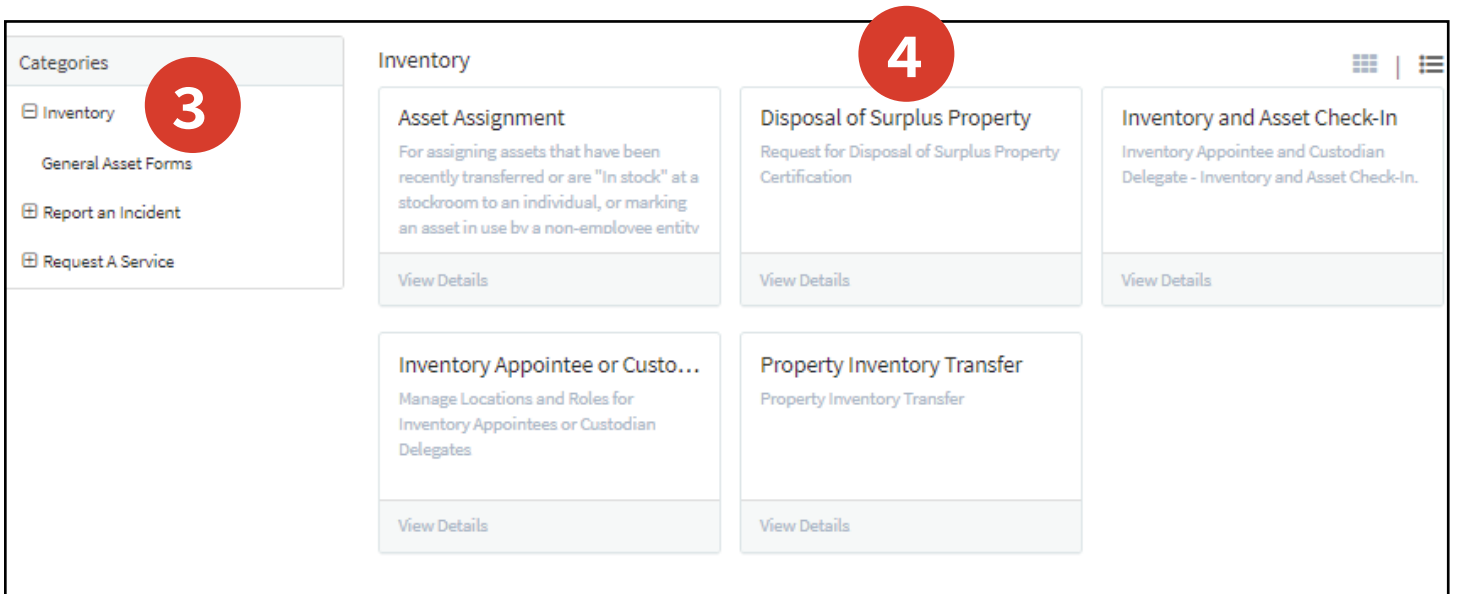
This procedure will identify the steps to dispose of tagged surplus property by Custodian Delegates and Inventory Appointees.



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, click Inventory.

4) Select Disposal of Surplus Property

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 Q06717A117

* Approving Bureau Chief
Jennifer Ford

* Short description
Surplus laptop not in use

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

Tagged assets Non-tagged assets

* Assets

Actions	Approving Property Custodian	Available Location Codes to Pick Assets From	Asset	Disposal Reason	Serial Number
No data to display					

I have tagged assets that are not listed in the system.

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

Add attachments

Submit

Required information
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 Tagged Assets radio button.

9) Click Add to find the tagged asset from the selected location code.

Add Row

Approving Property Custodian
Kim Newman

Available Location Codes to Pick Assets From
37 Q06717A117

* Asset
219192 - LAPTOP 7390 LATITUDE

* Disposal Reason
Broken or too costly to repair

Serial Number
BFPL8S2

Location
KIRKMAN

Location Code
37 Q06717A117

Assigned To
Nathaniel Seebrooks

Close Add

10) In the Add Row pop-up window, select the Asset from the dropdown. The Asset field has a typeahead feature.

*Assets will only show if they are currently in the location code denoted in the 2nd populated field.

*If more location codes should be added, click Close and add locations accordingly.

11) Determine the reason for disposal from the dropdown.

12) Click Add.

* Approving Bureau Chief
 Jennifer Ford

* Short description
 Surplus laptop not in use

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

Tagged assets Non-tagged assets

Assets

Add Remove All

Actions	Approving Property Custodian	Available Location Codes to Pick Assets From	Asset	Disposal Reason
	Kim Newman	37 Q06717A117	219192 - LAPTOP 7390 LATITUDE	Broken or too costly to repair

I have tagged assets that are not listed in the system.

* Missing tagged assets

Add Remove All

Actions	Asset tag	Disposal reason	Asset type	Comments:
No data to display				

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

Add attachments

13

14

15

13) Your entry from the pop-up will populate in the Assets table below the request form.

*Repeat steps 5-12 to add another tagged asset to surplus disposal.

14) If you have assets that are tagged but cannot be located after reviewing all your location codes, select the checkbox that says I have tagged assets that are not listed in the system.

15) Click Add.

16) In the missing tag pop-up window, include all information possible.

17) Click Add.

Add Row

* Asset tag
 LDO-CD-MIC-3

* Disposal reason
 Transfer to another department/organization

* Asset type
 Assorted Electronics (projectors, scanners, printers, etc.)

* Comments:
 microphone in B26d

Close Add

16

17

18) The non-tagged assets will populate in the missing tagged assets table.

The screenshot shows a web form for asset disposal. At the top right is a 'Submit' button (callout 21). Below it is a 'Short description' field containing 'Surplus laptop not in use'. A dropdown menu for 'Type of disposal' is set to 'Does the assets have a DHSMV tag or is this an untagged asset (E.g. furniture)'. Radio buttons for 'Tagged assets' and 'Non-tagged assets' are present, with 'Tagged assets' selected. A table titled 'Assets' contains one entry: '219192 - LAPTOP 7390 LATITUDE' with disposal reason 'Broken or too costly to repair'. Below this is a 'Missing tagged assets' table (callout 18) with one entry: 'LDO-CD-MIC-3' with disposal reason 'Transfer to another department/organization' and asset type 'Assorted Electronics (projectors, scanners, printers, etc.)'. A checkbox at the bottom left is checked and labeled 'I hereby certify this property as surplus in accordance with F.S. 273' (callout 20). At the bottom right is an 'Add attachments' link (callout 19).

19) Add any attachments to the request.

20) Once all assets are added, check the box that says I hereby certify this property as surplus in accordance with F.S. 273.

21) Click Submit.

The screenshot shows the 'My Disposal Orders' page. At the top is a breadcrumb 'Home > My Disposal Orders'. Below is a 'View' dropdown menu set to 'Open' (callout 22). To the right is a search box 'Search open Disposal Orders' with a magnifying glass icon. Below these is a table with one row: 'DISPOSAL0001078 - Disposal Order - Surplus laptop not in use' with status 'New' and a clock icon labeled 'just now'.

22) The next screen will show that the request was submitted as well as the status of the disposal order.

Disposal order DISPOSAL0001072 has been created!

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



23

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:

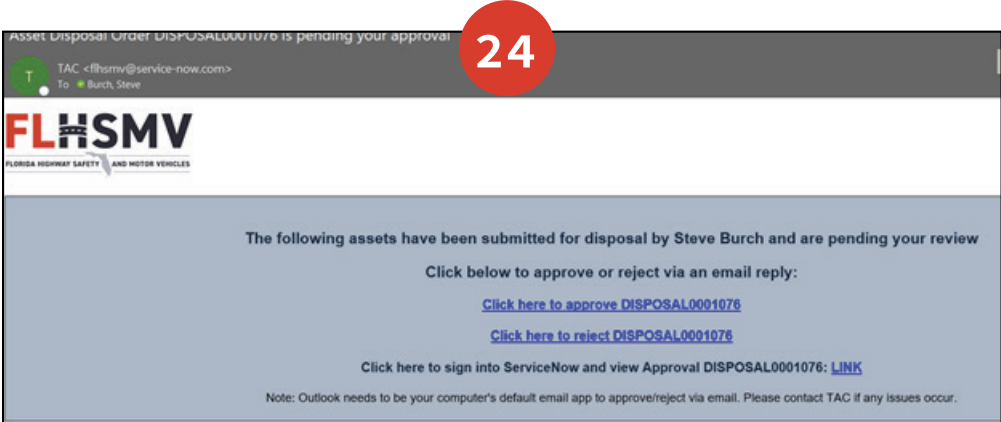
Description	Serial Number	Location	Location Code	Assigned To
175315 - HITACHI PROJECTOR CPX260	F6C001450	KIRKMAN	37 Q06717B261	

Thank you,
Fixed Asset Team

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

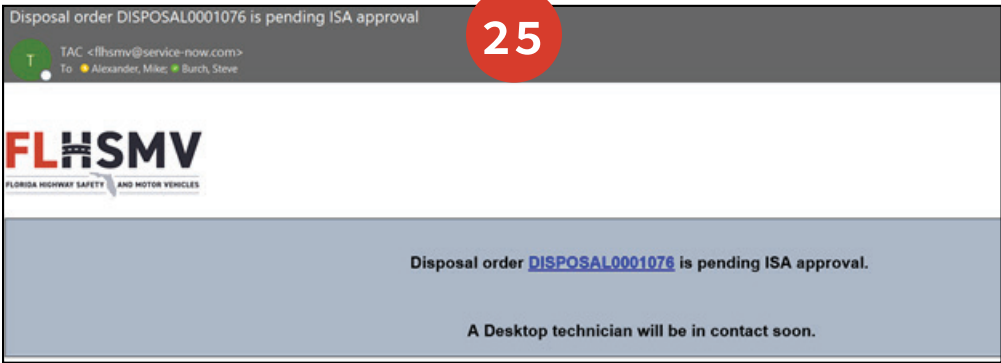
The approval workflow for surplus tagged items is:

Inventory Appointee -> Custodian Delegate -> Bureau Chief -> ISA (for Laptops)-> Central Supply Review -> Property Review Board -> Disposal



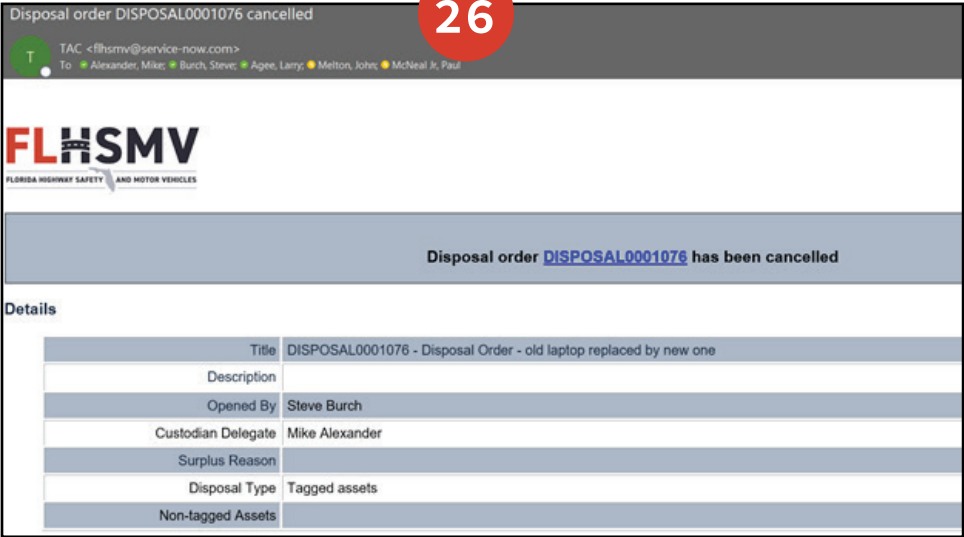
24

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



25

25) If your disposal item is a laptop, a Desktop Support ticket will generate once your Bureau Chief approves in ServiceNow, and you will be notified via email.



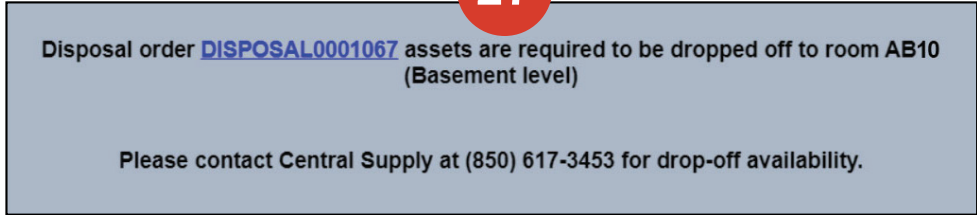
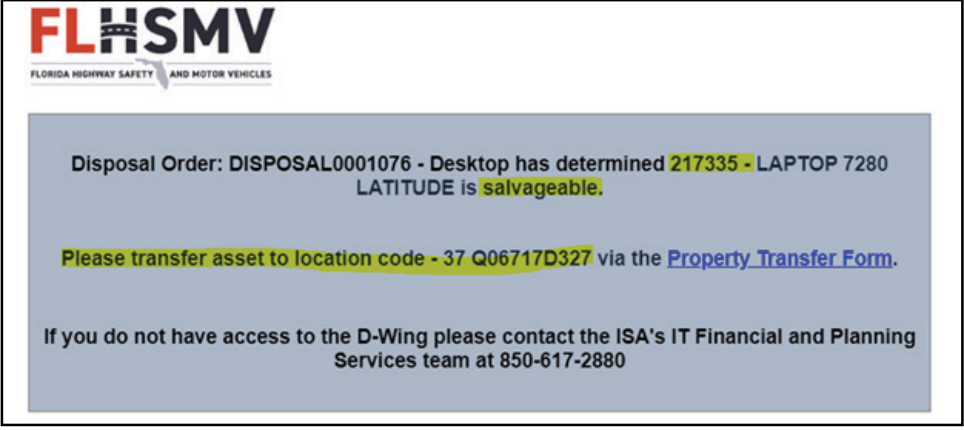
26

26) If Desktop Support determines it is salvageable, Desktop Support will contact the requester and inform them that the item should be repurposed. Desktop Support will cancel the disposal request and send emails to the Inventory Appointee and Custodian Delegate.

If the requester still determines they do not need it, a transfer request should be initiated (see Instructions for *Inventory Asset Property Transfer*) using 37 Q06717D327 as the receiving location code.

If Desktop Support determines the laptop is **not** salvageable, the surplus disposal process will proceed below. A representative will come to **your** location and remove the laptop hard drive and place a sticker on it.

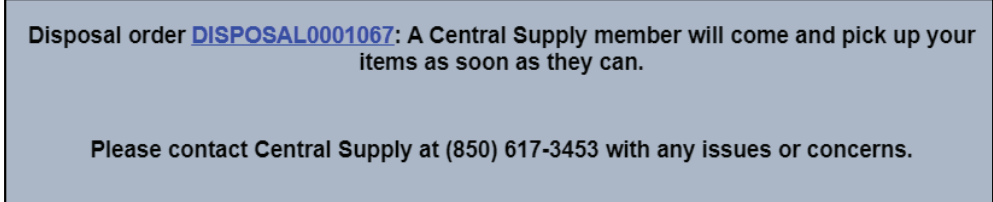
OR



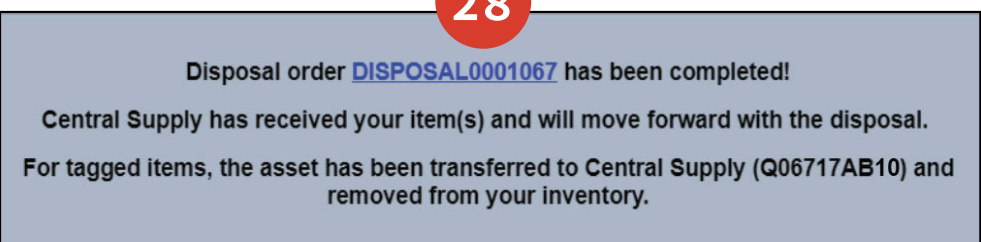
27

27) When the Desktop Support ticket is completed (for laptops) and/or Central Supply acknowledges the work order, an email will be sent to the ticket creator and the Custodian Delegate informing them to either deliver the item to Central Supply, or Central Supply will come pick it up.

OR



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



28

*The item(s) will be removed from *your* property location codes. They will then go through the surplus review board process for proper disposal.