

How to Create a Disposal:

Log into Recoup by AssetWorks - <https://ops21.incircuit.com/ops6/?p=1032:101> .

On the Home screen, click Transactions, then click Disposals, then click Create. Select the proper Method from the drop-down box. Choices are: Admin Error, Destroyed, External Org, Lost, Natural Disaster, Scrap on Site, Seized, and Stolen.

Example of Admin Error – this is for duplicate items, items permanently attached to real property* (*cannot be easily removed and taken to Surplus), items added to inventory in error** (**leased vehicle copier, or other equipment that is NOT a lease/purchase deal).

RECROUP
POWERED BY ASSETWORKS

Home >
Assets >
Transactions >
Ownership Transfers >
Internal Transfers >
Disposals >
Create
Surplus >

Create Disposal

From Department * 07 - State Auditor's Office (07)

Method * Admin Error

Remarks * Duplicate of 07-000468

Create

Examples of External Org:

Create Disposal

From Department * 07 - State Auditor's Office (07)

Method * External Org

Remarks * Returned to Vendor under Warranty, replaced w/different model

Create

Create Disposal

From Department * 07 - State Auditor's Office (07)


Method * External Org


Remarks * Vehicle totaled by insurance in MVA

Create

NOTE: All vehicles covered by insurance that are totaled in an accident, caught fire, etc. are done as External Org. We need copies of the accident report and copies of insurance information for proceeds returned to agency. If NOT covered by insurance, Method will be Destroyed.

▼ Create Disposal


From Department * 07 - State Auditor's Office (07) 


Method * External Org 

Remarks * Vehicle transferred to Auburn Univ Pharmacy School

Create

▼ Create Disposal


From Department * 35 - ALABAMA LAW ENFORCEMENT AGENCY (35) 


Method * External Org 

Remarks * Weapons traded in to Gulf States

Create

▼ Create Disposal

From Department * 35 - ALABAMA LAW ENFORCEMENT AGENCY (35) 


Method * External Org 

Remarks * Expired bullet proof vests to be shredded by Fiber Brokers

Create

▼ Create Disposal

From Department * AR - LEGISLATIVE SERVICES AGENCY (AR)

Method * External Org 

Remarks * Cameras for security system replaced by vendor

Create

▼ Create Disposal

From Department * 35 - ALABAMA LAW ENFORCEMENT AGENCY (35)

Method * External Org

Remarks * Retirement weapon for Cpt. John Smith

Create

Example of Destroyed:

▼ Create Disposal

From Department * 07 - State Auditor's Office (07)

Method * Destroyed

Remarks * Broken; scrapped w/o approval

Create

*Do not include totaled vehicles covered by insurance which are done as External Org. Vehicles not insured and totaled will need to be done as Destroyed and police report needs to be attached with Loss of State Property form. Items that are dropped and shattered into pieces can be requested prior to trashing to Scrap on Site instead of destroyed if pictures have been sent and prior approval received from Surplus Property. Items intentionally damaged by an employee are done as destroyed. Items destroyed in a fire need the report from the responding fire department. Any items on a destroyed SD1 need to be accompanied with the Loss of State Property form from the Auditor's website under Resources, Forms and Procedures. https://www.auditor.alabama.gov/PDFs/Forms/M_LossOfStateProperty.pdf

Example of Lost:

▼ Create Disposal

From Department * 07 - State Auditor's Office (07)

Method * Lost

Remarks * Unable to locate during internal audit

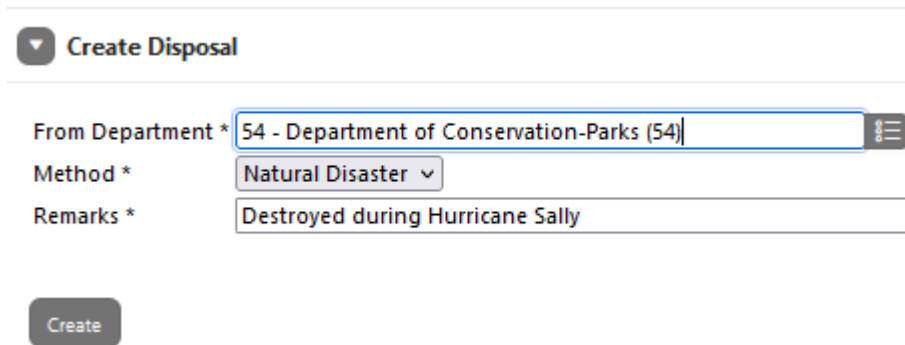
Create

The Remarks field are required, so put a brief explanation in this field. Examples for lost items include: unable to locate during internal audit; employee left in airplane; lost when transferring items between

vehicles; unable to locate after office renovations; etc. Anything reported as Lost needs to be accompanied with the Loss of State Property form completed and signed and marked negligent or non-negligent.

See Property Manual for additional information on Lost, Stolen, and Destroyed items due to negligence of employee. Items reported as lost but later located and in usable condition can be reactivated upon request from the property manager. Make sure you have a picture or see the item before requesting to reactivate so that it isn't missing during the next audit. Just send an email to the Property Division for reactivation.

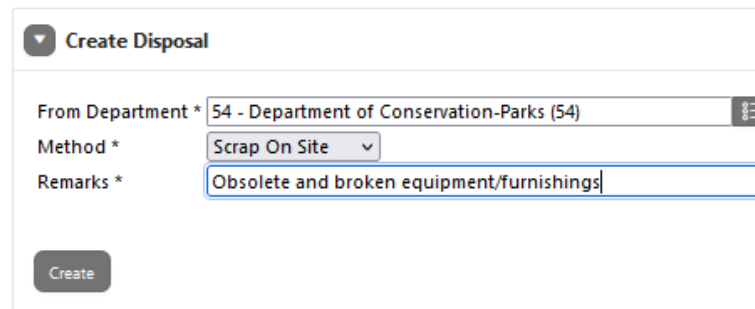
Example of Natural Disaster:



The screenshot shows a web form titled "Create Disposal". It has three main input fields: "From Department *" with a dropdown menu showing "54 - Department of Conservation-Parks (54)"; "Method *" with a dropdown menu showing "Natural Disaster"; and "Remarks *" with a text input field containing "Destroyed during Hurricane Sally". Below the form is a "Create" button.

Natural disasters can be a hurricane, tornado, straight line winds, thunderstorm, hail storm, etc. Include documentation if not a major event that is well known, such as a tornado in a certain city/town, or tree fell during thunderstorm on item.

Example of Scrap on Site**:



The screenshot shows a web form titled "Create Disposal". It has three main input fields: "From Department *" with a dropdown menu showing "54 - Department of Conservation-Parks (54)"; "Method *" with a dropdown menu showing "Scrap On Site"; and "Remarks *" with a text input field containing "Obsolete and broken equipment/furnishings". Below the form is a "Create" button.

**Anything that an agency wants to Scrap on Site, the property manager must send pictures to Surplus Property for pre-approval before creating the SD1. If they approve the scrap, then create the SD1 in Recoup. If the items look like they are in good shape in the picture, also send an explanation to Surplus Property (like lightening ran in on server, or old and cost prohibitive to transport to Surplus.)

Example of Seized:

▼ Create Disposal

From Department * 35 - ALABAMA LAW ENFORCEMENT AGENCY (35)

Method * Seized

Remarks * Computer involved in case seized by sheriff's office

Create

Items seized by a local sheriff's office, police department, FBI, Attorney General's Office, etc. need to be removed from inventory. You may or may not get the item back, and if you do, it may or may not be in useable condition. If the item is returned and usable, you can email the Auditor's Office Property Division and request it be reactivated.

Example of Stolen:

▼ Create Disposal

From Department * 07 - State Auditor's Office (07)

Method * Stolen

Remarks * Burglary from locked car trunk

Create

Anything reported stolen to the local police or sheriff's office needs an explanation: burglary from locked car; theft of property from unlocked office; theft from hotel room during convention, etc. Anything reported as stolen needs to be accompanied with the police report and Loss of State Property form completed and signed and marked negligent or non-negligent. Even stolen items can be deemed negligent if left in unlocked room or vehicle in plain sight.