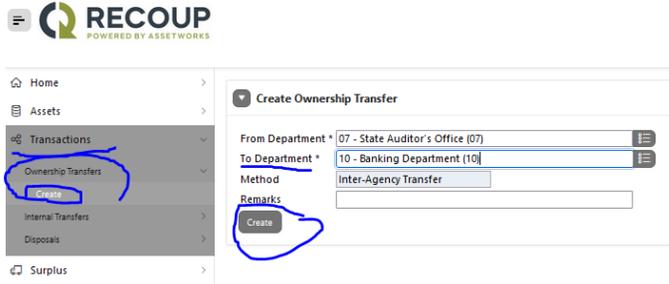


How to Create a Transfer to Another State Agency:

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

On the Home screen, click Transactions, and under Ownership Transfers, click Create. Know the department number/name where you are transferring assets and enter it in the To Department field. Click



RECOUP
POWERED BY ASSETWORKS

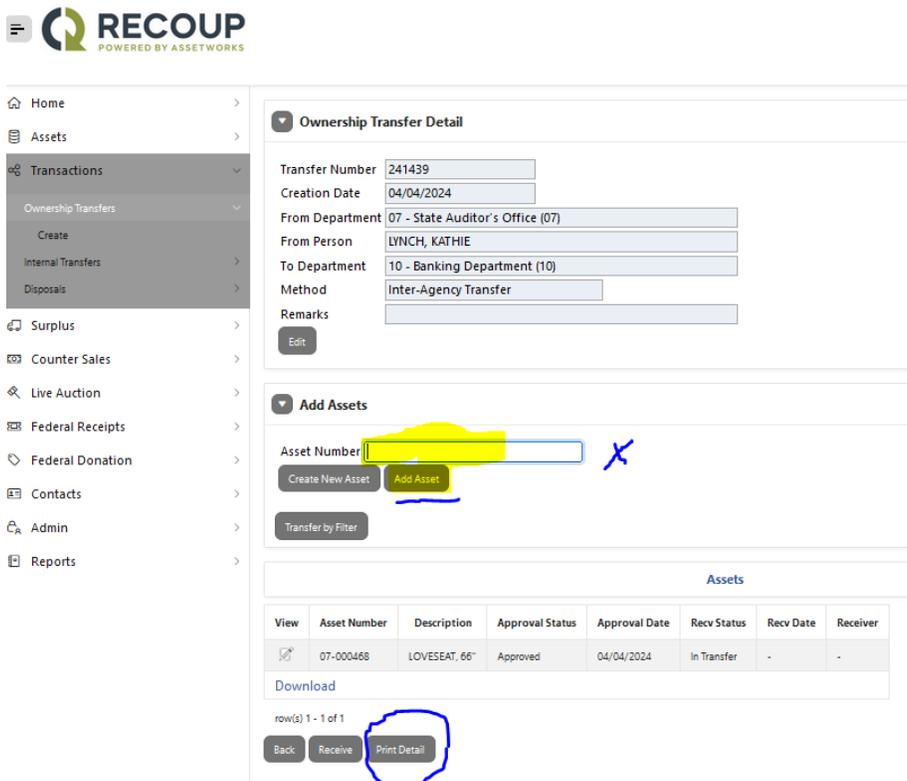
Home >
Assets >
Transactions >
Ownership Transfers >
Create
Internal Transfers >
Disposals >
Surplus >

Create Ownership Transfer

From Department * 07 - State Auditor's Office (07) [dropdown]
To Department * 10 - Banking Department (10) [dropdown]
Method Inter-Agency Transfer [dropdown]
Remarks [text field]
Create

Create.

In the box under Add Assets, key in the asset number being transferred, then click Add Asset. Once you have added all assets being transferred, click the box that says, “Print Detail.” (If you have issues in printing the SD1, click on settings, privacy & security, and allow pop-up blockers for the AssetWorks website. Contact your IT staff or the Auditor’s Office for assistance if needed.) Sign under Released By and send to the receiving property manager. They will sign under Received By and write their new asset number on the SD1 on the right side next to the line with the asset number. Send to the Auditor’s Office Property Division staff for final approval, signature, and processing. Once processed, the Auditor’s Office Property Division will send a final approved copy back to the Property Manager of both agencies.



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Home >
Assets >
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Create
Internal Transfers >
Disposals >
Surplus >
Counter Sales >
Live Auction >
Federal Receipts >
Federal Donation >
Contacts >
Admin >
Reports >

Ownership Transfer Detail

Transfer Number 241439
Creation Date 04/04/2024
From Department 07 - State Auditor's Office (07)
From Person LYNCH, KATHIE
To Department 10 - Banking Department (10)
Method Inter-Agency Transfer
Remarks [text field]
Edit

Add Assets

Asset Number [text field] X
Create New Asset Add Asset
Transfer by Filter

Assets

View	Asset Number	Description	Approval Status	Approval Date	Recv Status	Recv Date	Receiver
[icon]	07-000468	LOVESEAT, 66"	Approved	04/04/2024	In Transfer	-	-

Download

row(s) 1 - 1 of 1
Back Receive Print Detail