Transaction Form Training

This presentation covers the procedures to follow when filling out and sending in a Transaction Form and the reasons for doing so.

The overall goal of this session is to familiarize everyone with the inventory procedures and submittal of the Transaction Form.
Transaction Form

Can be found by going to:

• http://surplus.ua.edu

• http://propertyandinventory.ua.edu/
Transaction Form

• This form is used for Inventory on Loan, Change in Location, Transfer of Ownership, Transfer to Surplus Property, Deletions and Lost or Stolen Assets

• Please pay close attention when completing the form as each section will need to be completed by the appropriate individual.

• There are 9 sections to the current Transaction Form. The following slides will briefly detail these sections and their purpose
## Transaction Form – Section 1

<table>
<thead>
<tr>
<th>From:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
</tr>
<tr>
<td>Department Org #</td>
</tr>
<tr>
<td>Building</td>
</tr>
<tr>
<td>Room</td>
</tr>
</tbody>
</table>

The “From” Section will provide P&IM with the information as to where the item was formally located.

Department Name: Your Department Name.

Department Org #: Your Six Digit Banner Organization Number.

Building: The building where the asset was located.

Room: The room where the asset was located.
### Transaction Form – Section 2

<table>
<thead>
<tr>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
</tr>
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</table>

The “To” Section will provide P&IM with the information as to where the item will be located.

**Department Name:** The Department Name of the New Owner.

**Department Org #:** The Six Digit Banner Organization Number of the New Owner.

**Building:** The building where the asset will be moved to / located.

**Room:** The room where the asset will be moved to / located.
If the items are being sent to Surplus Property then you will use the following information. This information can be found on our website.

- **Department Name:** Surplus Property
- **Department Org #:** 503154
- **Building:** Ancillary Services Building (323)
- **Room:** Warehouse (0132)
The “Equipment Description” Section will provide P&IM with the detail of the asset being transferred.

- Description: Provide a brief description of the asset being transferred (if a vehicle please provide license plate number here too).
- Serial #: Provide the serial number of the asset if there is one.
- UA Property Tag #: The space is for the UA Fixed Asset number (not the license plate number of a vehicle).
Transaction Form – Section 3

<table>
<thead>
<tr>
<th>Equipment Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (if vehicle include license plate)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
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☐ (if more than five assets see attached list)

If you have more assets being transferred than available lines on the transaction form, please select the box next to “(see attached list)” and use the online form for additional assets to provide a listing containing the requested information.

http://fawp.ua.edu/surplus/property-and-inventory-management/
## Transaction Form – Section 4

### TYPE OF TRANSACTION (CHECK ONE):

| ☐ On Loan (Provide address above in "To" Section) | ☐ Delete: Trade In (Provide PO# of Trade below in Notes) |
| ☐ Change in Location: Bldg and/or Room          | ☐ Delete: Cannibalized                                      |
| ☐ Transfer: Department                          | ☐ Lost (Please provide information below in Notes)         |
| ☐ Surplus Property                              | ☐ Stolen (Detail below in Notes, Police Report Required)   |
| ☐ Other: __________________                     |

The “Type of Transaction (Check One)” Section will provide P&IM with the type of transaction taking place. All of the information for the prior sections needs to be completed the same way no matter what type of transaction is taking place.

* - One note would be that if an item is being Loaned or Transferred to a location off campus then a more descriptive address in the “To” section will be needed. This information may also be provided under the “Notes” section.
### Transaction Form – Section 4

<table>
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<td>□ Change in Location: Bldg and/or Room</td>
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<td>□ Transfer: Department</td>
</tr>
<tr>
<td>□ Surplus Property</td>
</tr>
<tr>
<td>□ Other: ___________________________</td>
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- **On Loan:**
  - Use this option if the Dean or Department Head has approved an asset to be placed on loan.
  - Please provide a detailed address and contact information in the ‘To:’ section if the asset is being loaned off campus.
  - You may refer to our policies online if you have a question about loaning an item.
  - [http://fawp.ua.edu/surplus/surplus-property-2/#3](http://fawp.ua.edu/surplus/surplus-property-2/#3)
### Change in Location: Bldg and/or Room:

- Use this option if the asset is simply changing location and the ownership of the asset is remaining the same.
Transaction Form – Section 4

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• Transfer: Department:
  – Use this option if the asset is changing departmental ownership
  – Please show the new location of the item in the ‘To:’ section
  – Signatures of both department involved are required
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- **Surplus Property:**
  - Use this option if the asset is being sent to Surplus Property
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- **Delete: Trade In (Provide PO# of Trade below in Notes):**
  - Use this option if the asset is being disposed of via a trade for a like kind item
  - If the item is disposed of through a trade please provide us with the PO number where the trade is taking place.
**Transaction Form – Section 4**

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- **Delete: Cannibalized:**
  - Use this option if the asset has been dismantled from its original state and less than 50% of the asset is remaining intact.
  - Please make sure Department Head is aware of the asset being cannibalized and their signature is obtained.
Lost (Please provide information below in Notes):

- Use this option if the asset has been determined to be lost
  - You do not have to wait till the annual inventory if you are aware of an item that has been lost.
  - A copy of this form along with a cover letter will need to be sent to UAPD for a police report to be issued before these items can be removed from inventory
    - Please send UAPD a copy of the Transaction Form and the original cover letter
    - Please send P&IM the original Transaction Form, a copy of the cover letter and a copy of the police report
Transaction Form – Section 4

TYPE OF TRANSACTION (CHECK ONE):

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- Delete: Trade In (Provide PO# of Trade below in Notes)
- Change in Location: Bldg and/or Room
- Delete: Cannibalized
- Transfer: Department
- Lost (Please provide information below in Notes)
- Surplus Property
- Stolen (Detail below in Notes, Police Report Required)
- Other: ________________________________

- Stolen (Detail below in Notes, Police Report Required):
  - Use this option if the asset has been determined to be stolen
    - You do not have to wait till the annual inventory if you are aware of an item that has been stolen.
  - A copy of this form along with a cover letter will need to be sent to UAPD for a police report to be issued before these items can be removed from inventory
    - Please send UAPD a copy of the Transaction Form and the original cover letter
    - Please send P&IM the original Transaction Form, a copy of the cover letter and a copy of the police report
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- **Other:**
  - Use this option if no other option describes the situation
  - Provide a description of the situation at hand
The “Notes” Section will provide P&IM with any additional information not covered by other sections of the Transaction Form.

- the address of an asset on loan
- the PO information for a trade in item
- the details of why an asset was cannibalized
- the details of an event that lead you to believe an asset was lost or stolen
- FOAPAL of an asset that is considered to be “of value”
One major change in the Property & Inventory Management Policy recently is that departments may only receive proceeds from the disposal of an asset if it is considered to be “of value”.

Items of value would include the following:

- those that are listed on the moveable fixed asset inventory
- vehicles
- items that by themselves would bring considerable value in a public sale, sale for $1,000 or greater (such as athletic equipment, facilities equipment i.e. chillers)
- items that other departments on campus have expenses to collect as directed by the University leadership (such as bicycles)
Transaction Form – Section 6

TRANSFERRING DEPARTMENT (Two Signatures Required):

The undersigned acknowledge that the Equipment listed is the Property of The University of Alabama.

SIGNED: ____________________________________________________________
PRINT NAME: ______________________________________________________
DATE: __________________________
           Property Manager

SIGNED: ____________________________________________________________
PRINT NAME: ______________________________________________________
DATE: __________________________
           Department Head
The “Receiving Department” Section will indicate that a department is aware they are receiving and accepting ownership of an asset.
The “Property & Inventory Management” Section will be completed by Property & Inventory Management confirming that we have received the asset and/or paperwork supporting a transfer to another department.
Please Note:
* All computer equipment must have all licensed software including the operating system and sensitive data removed prior to pickup for surplus, Property & Inventory Management will not remove.

** Please fax a copy of original to 348-9169 and mail original to Box 870238. A work order will be needed if the services of Logistics are required. If you do not have access to the work order system please have your building representative complete the work order request for you.

*** If you have any questions related to this form please feel free to contact Jonathan Shaddix by email at jshaddix@fa.ua.edu or by phone at 348-7503.

Department is responsible for maintaining file copy.

The “Please Note:” Section provides important notes on how to handle Computer Equipment as well as what to do with the form once completed.
Transaction Form

THE UNIVERSITY OF ALABAMA
Property & Inventory Management

TRANSACTION FORM

From: [Department Name]
Department Org #: [Department Org #]
Building: [Building]
Room: [Room]

To: [Department Name]
Department Org #: [Department Org #]
Building: [Building]
Room: [Room]

Equipment Description:

Description (if vehicle include license plate) | Serial # | UA Property Tag #
--- | --- | ---

☐ (if more than five assets see attached list)

TYPE OF TRANSACTION (CHECK ONE):

☐ On Loan (Provide address above in "To" Section) ☐ Delete: Trade In (Provide PO# of Trade below in Notes)

☐ Change in Location: Bldg and/or Room ☐ Delete: Cannibalized

☐ Transfer: Department ☐ Lost (Please provide information below in Notes)

☐ Surplus Property ☐ Stolen (Detail below in Notes, Police Report Required)

☐ Other: [Other]

Notes (Use this area for a detail of events if item(s) is marked as "Stolen", also for any other information needed by P&IM):

TRANSFERFERRING DEPARTMENT (Two Signatures Required):

The undersigned acknowledge that the Equipment listed is the Property of The University of Alabama.

Signed: ____________________________
Print Name: ____________________________
Date: ____________________________
Property Manager

Receiving Department:

Signed: ____________________________
Print Name: ____________________________
Date: ____________________________
Property Manager

PROPERTY & INVENTORY MANAGEMENT:

Signed: ____________________________
Print Name: ____________________________
Date: ____________________________
Department Head

Please Note:

* All computer equipment must have all licensed software including the operating system and sensitive data removed prior to pickup for surplus. Property & Inventory Management will not remove.

** Please fax a copy of original to 348-9169 and mail original to Box 870238. A work order will be needed if the services of Logistics are required. If you do not have access to the work order system please have your building representative complete the work order request for you.

*** If you have any questions related to this form please feel free to contact Jonathan Shaddix by email at jshaddix@ua.edu or by phone at 348-7503.

Department is responsible for maintaining file copy.
Logistics and Support Services

- To schedule a surplus pick up you must fill out a Transaction Form, fax a copy to 348-9169 and mail the original to Box 870238. Once the form has been faxed, you will need to enter a work order or have your building representative enter one for you in AiM at http://fmax.fa.ua.edu/fmax/.

  - If you have any questions related to work orders you can contact Betty Drummond at 348-7317 or bdrummond@fa.ua.edu

- Please provide a serial number and UA Tag number if available so that we can check to see if it’s on inventory. We verify if the asset was purchased with a grant so that proper handling of the grant item can be determined. If you have any items that need to be removed from inventory, we highlight the information to alert Property and Inventory Management.