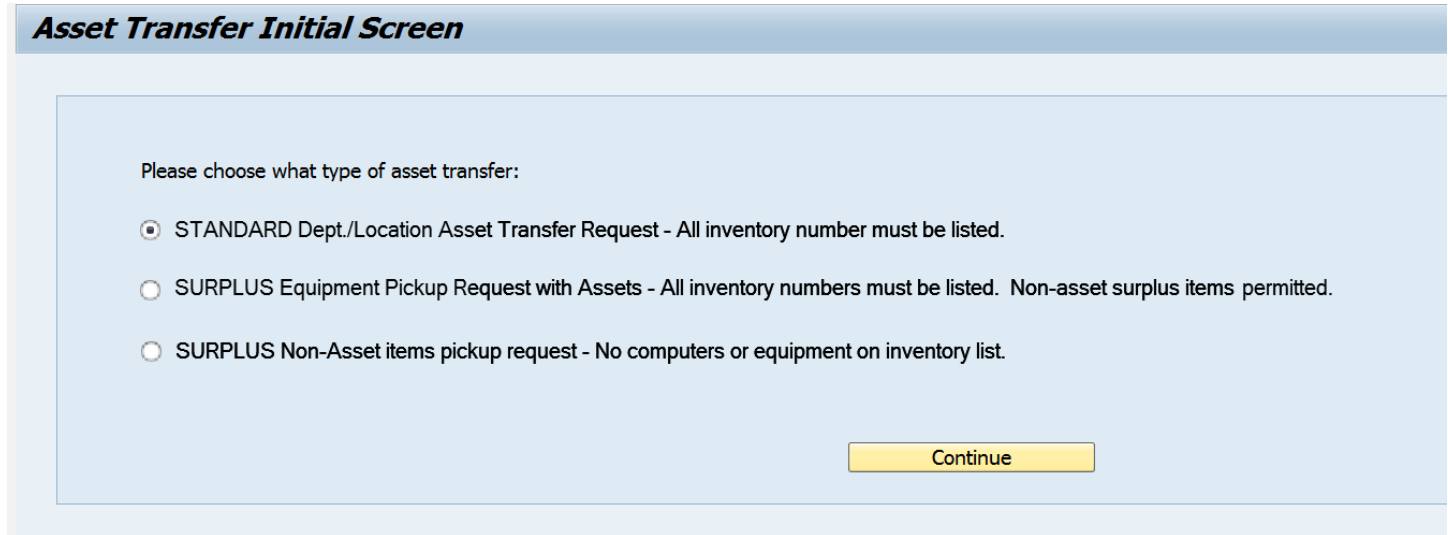# Instructions for using Automated Asset Transfer Request

Getting Started

Go to transaction **ZTRFASSET**.

Choose the type of asset transfer request needed:

Asset Transfer Initial Screen

Please choose what type of asset transfer:

- ⦿ STANDARD Dept./Location Asset Transfer Request – All inventory number must be listed.

- ○ SURPLUS Equipment Pickup Request with Assets – All inventory numbers must be listed. Non-asset surplus items permitted.

- ○ SURPLUS Non-Asset items pickup request – No computers or equipment on inventory list.

Continue

Click on **CONTINUE** once the appropriate transfer request path has been chosen.

Standard asset transfer request path:

Two ways to choose assets, by inventory number or by Responsible Cost Center. The Responsible Cost Center is the Cost Center the asset is listed under for performing the annual inventory. This is not necessarily the Cost Center used for purchasing the asset.

Please enter an Inventory Number OR Responsible Cost Center (add filters if necessary)

Inventory Number

Responsible Cost Center		
Inventory Number	to	
Serial Number	to	

Continue

NOTE:
1. Only active assets can be changed. No retired assets will be displayed on the entry screen.
2. If the asset(s) above is currently in workflow, it will not be displayed on the entry screen.

Inventory Number

This is the number located on the "State of Texas Property of Agency #754" barcode tag on the asset.

NOTE: Only active assets can be changed. If the asset has been retired in SAP, the asset will not show up on the entry. If you believe an asset should be listed on the entry screen, please contact Materials Management.

Inventory Number search function:

Inventory Number

Search by wildcard using "*"

Inventory number (1) 500 Entries found

Restrictions

Click here to enter search parameter(s).

Inventory number	Asset	Asset description
	167602	COMPUTER;DELL INSPIRON NOTEBOOK 8500
	167605	VCR;DIGITAL VIDEO WALKMAN GV-D1000
	168529	AUTO SAMPLER;MANOLG
	168530	PUMP;SWITCHOS II
	168531	PUMP DETECTOR;ULTIMATE WELL PLATE
	168532	FRACTION COLLECTOR;PROBOT ROBOTIC SYSTEM
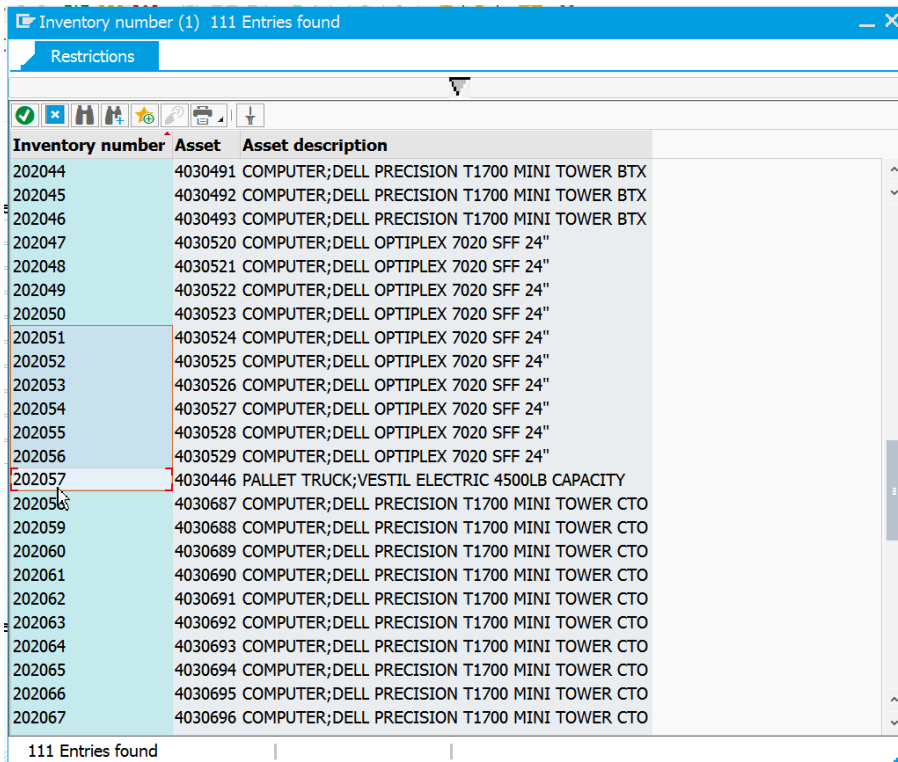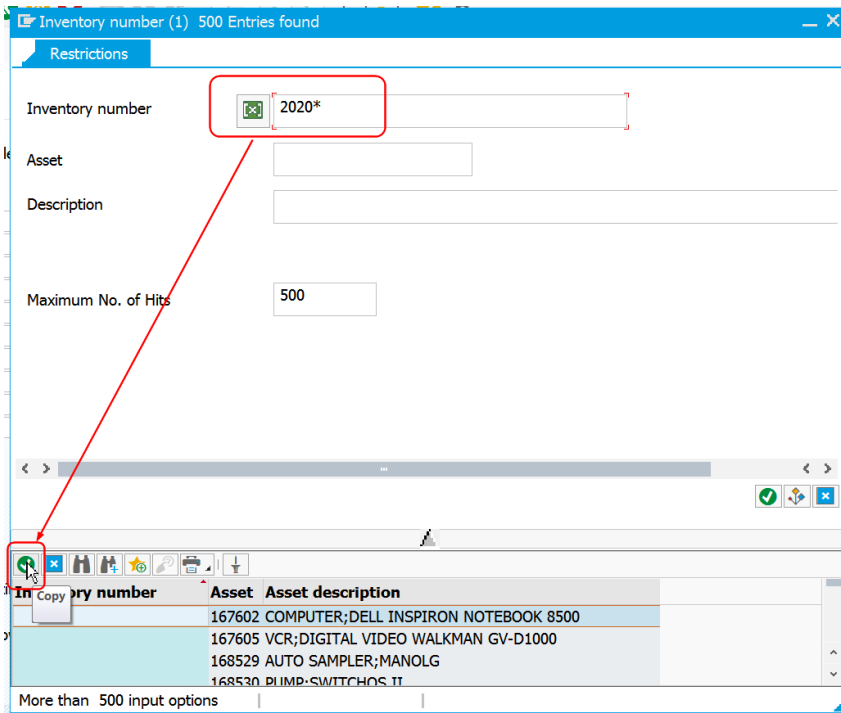
To choose, double click on the asset needed for the transfer. Up to 10 assets can be transferred at a time.

Click on CONTINUE to move to the next screen.

Asset Transfer Request Entry Screen

Inventory No	Serial No	Asset Description	Resp CCtr	Account Manager	Location	Room	New Location	New Room	New Resp CCtr
202050	2ZNSC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	114	JCK	623	1212140000
202051	2ZNPC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JCK	623	1212140000
202052	2ZNQC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JCK	623	1212140000
202053	2ZPQC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	114	JCK	623	1212140000
202054	2ZPPC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	114	JCK	623	1212140000
202055	451TC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	114	JCK	623	1212140000
202056	2ZNRC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JCK	623	1212140000

Reason for Transfer
We are getting new computers, sending these to use as a part of a new lab.

Continue

The Location (building) is pre-populated with the current building abbreviation. Anything in white can be changed on the request, Location, Room and/or Responsible Cost Center. **Any fields in white that do not contain change entries (left blank) will keep the original location, room and/or responsible cost center.**

*This will not result in any charges to the department, this is for inventory purposes only.

The Location, or building abbreviation, can only be chosen from a pre-existing list. Use the search icon ⧉ to see a listing of these abbreviations.

If an incorrect Location is used, the following error will be received:

☞ Information ✕

ⓘ DERM is an invalid location.

✅ ❓
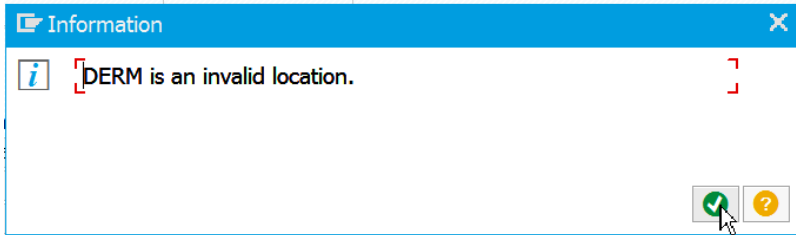
Responsible Cost Center also has a search function ⧉ and must be a valid cost center. If an invalid cost center is used, the following error will be received:

☞ Information ✕

ⓘ 1212888888 is an invalid cost cntr.

✅ ❓
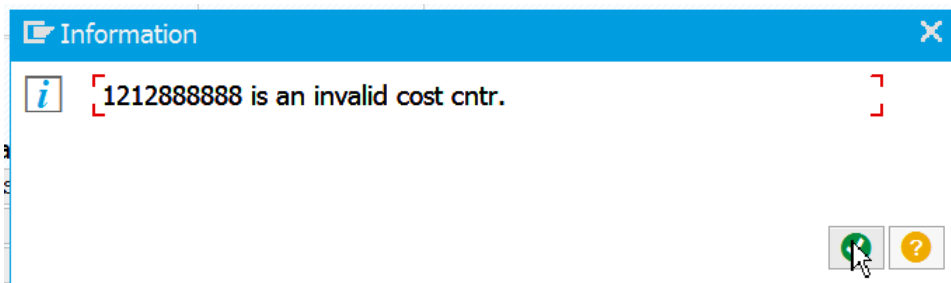
Business Purpose should be a description that will help the approvers determine if the change request is appropriate. This is a required field.

Reason for Transfer

We are getting new computers, sending these to
use as a part of a new lab.

NOTE: An asset can only have one request per day or outside of workflow. If an asset was requested to be changed on day 1 and it is still in workflow on day 2, but a user enters a request for the same asset on day 1 or day 2, the user will get this message at the bottom of the screen:

✅ No valid assets for inventory numbers.
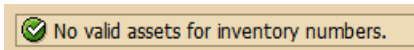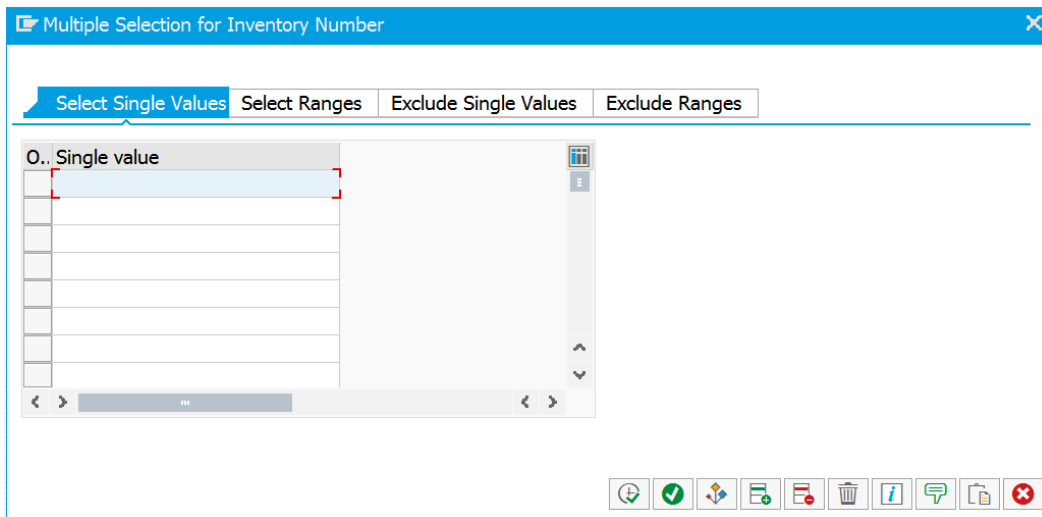
Responsible Cost Center

This option will show the user all of the assets assigned to the entered cost center for inventory purposes. The user can either use the search feature to find a cost center or enter the cost center.

Standard Asset Transfer Request

Please enter an Inventory Number OR Responsible Cost Center (add filters if necessary)

Inventory Number

Responsible Cost Center	1315000000		
Inventory Number		to	
Serial Number		to	

The user can also narrow down the selection by using inventory numbers or serial numbers. These filters work similar to report parameters in other SAP transactions. The user can narrow, use a wildcard or exclude items using the [icon].

Multiple Selection for Inventory Number

Select Single Values	Select Ranges	Exclude Single Values	Exclude Ranges

O.. Single value

Click on **CONTINUE** to move to the next screen.

The next screen lists the assets assigned to the cost center entered on the previous screen.

Limit of 10 assets per transfer request

Inventory No	Asset Description	Resp CCtr	Account Manager	Location	Room	
174930	SERVER;DELL POWEREDGE R710	1315000000	Dr Billy C Covington	JCK	489	
175880	COMPUTER;MACBOOK PRO 15"	1315000000	Dr Billy C Covington	JCK	493	
176263	COMPUTER;MACBOOK PRO 15"	1315000000	Dr Billy C Covington	JCK	498	
178830	COMPUTER;HP TOUCHSMART 9300 ELITE ALL IN ONE	1315000000	Dr Billy C Covington	JCK	498	
178831	COMPUTER;HP TOUCHSMART 9300 ELITE ALL IN ONE	1315000000	Dr Billy C Covington	JCK	496	
203192	COMPUTER;DELL LATITUDE LAPTOP E7450 14"	1315000000	Dr Billy C Covington	JCK	489	
203215	COMPUTER;DELL LATITUDE LAPTOP E7450 14"	1315000000	Dr Billy C Covington	JCK	489	
204161	COMPUTER;MACBOOK PRO 15"	1315000000	Dr Billy C Covington	JCK	489	
205984	COMPUTER;MACBOOK PRO Z0RF 15"	1315000000	Dr Billy C Covington	JCK	489	
307212	COMPUTER;DELL OPTIPLEX 745 IC2D 1.86GHZ 19" E6300	1315000000	Dr Billy C Covington	JCK	420	
310700	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.1"	1315000000	Dr Billy C Covington	JCK	489	
310826	COMPUTER;DELL OPTIPLEX 780 E7500 20"	1315000000	Dr Billy C Covington	JCK	498	
310959	COMPUTER;DELL LATITUDE NOTEBOOK E6400 14.1"	1315000000	Dr Billy C Covington	BRAZ	111	
312166	COMPUTER;DELL OPTIPLEX 980 SFF 20"	1315000000	Dr Billy C Covington	JCK	489	
312167	COMPUTER;DELL OPTIPLEX 980 SFF 20"	1315000000	Dr Billy C Covington	JCK	489	
313614	COMPUTER;DELL OPTIPLEX 790 SFF 24"	1315000000	Dr Billy C Covington	JCK	494	
314333	COMPUTER;DELL LATITUDE LAPTOP E6420 14"	1315000000	Dr Billy C Covington	JCK	489	

Continue

To select the assets, click on the raised box to the left of the inventory number. The line will highlight and it is selected. Keep in mind that the program will only allow for 10 assets at a time to be chosen.

Limit of 10 assets per transfer request

Inventory No	Asset Description
174930	SERVER;DELL POWERE
175880	COMPUTER;MACBOOK
176263	COMPUTER;MACBOOK
178830	COMPUTER;HP TOUCH
178831	COMPUTER;HP TOUCH
203192	COMPUTER;DELL LATIT
203215	COMPUTER;DELL LATIT
204161	COMPUTER;MACBOOK
205984	COMPUTER;MACBOOK
307212	COMPUTER;DELL OPTI
310700	COMPUTER;DELL LATIT
310826	COMPUTER;DELL OPTI
310959	COMPUTER;DELL LATIT

Limit of 10 assets per transfer request

Inventory No	Asset Description
174930	SERVER;DELL POWEREDGE R710
175880	COMPUTER;MACBOOK PRO 15"
176263	COMPUTER;MACBOOK PRO 15"
178830	COMPUTER;HP TOUCHSMART 9300
178831	COMPUTER;HP TOUCHSMART 9300
203192	COMPUTER;DELL LATITUDE LAPTOF
203215	COMPUTER;DELL LATITUDE LAPTOF
204161	COMPUTER;MACBOOK PRO 15"
205984	COMPUTER;MACBOOK PRO Z0RF 15
307212	COMPUTER;DELL OPTIPLEX 745 IC2
310700	COMPUTER;DELL LATITUDE NOTEB

If an asset is already in workflow or it is retired, it will not show up on this list. If there is an asset that should be on this list, please contact Materials Management.

Click on **CONTINUE** to move to the next screen.

Make the necessary changes:

Inventory No	Serial No	Asset Description	Resp CCtr	Account Manager	Location	Room	New Location	New Room	New Resp CCtr
204161	C02QP412G8WN	COMPUTER;MACBOOK PRO 15"	1315000000	Dr Billy C Covington	JCK	489	JCK	720	1212110000

Reason for Transfer
User Demo

Continue

Click **CONTINUE** to move to the next screen.

***Success, your asset transfer request has been submitted for approval.

| Print PDF Form | Exit | New Asset Entry |

Surplus Equipment Request

Use this form to replace the form "Request Pickup of Surplus Equipment".

Asset Transfer Initial Screen

Please choose what type of asset transfer:

○ Standard asset transfer request

◉ Surplus equipment request

Continue

In this example, we want to send some items from responsible cost center 1212100000, which contains many assets.

We want to narrow the list down to inventory numbers starting with 310* (you can use multiple wildcards using ⬚)

Surplus Equipment Cost Center

If you have surplus items for more than one responsible cost center, please split your request form by responsible cost center.

Responsible Cost Center	1212100000		
Inventory Number	310*	to	
Serial Number		to	

Continue

Choose the assets that need to be picked up from Materials Management by clicking on the box to the left of the inventory number:

Responsible Cost Center Assets

Limit of 10 assets per transfer request

Inventory No	Asset Description
310098	COMPUTER;DELL OPTIPLEX 760 2.8GHZ E7400 IC2D 19"
310234	COMPUTER;DELL OPTIPLEX 960 IC2D 3.16GHZ E8500 24"
310321	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.1"
310323	COMPUTER;DELL OPTIPLEX 780 E7500 2.93GHZ IC2D 20"
310728	COMPUTER;DELL OPTIPLEX 780 E7500 20"
310729	COMPUTER;DELL OPTIPLEX 780 E7500 20"
310752	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310753	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310754	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310755	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310756	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310757	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310759	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310760	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310825	COMPUTER;DELL OPTIPLEX 780 E7500 20"
310845	COMPUTER;DELL OPTIPLEX 780 E7500 20"

Click here to select the asset.

Click CONTINUE to move to the next screen.

The assets selected on the previous screen will appear with the University Distribution Center room 101 pre-entered and the new responsible cost center is 1410130099, which is what the final entry will be once the items have been picked up by Materials Management personnel.

Surplus Asset Request

These fields are not available for changing on the surplus path.

Inventory No	Serial No	Asset Description	Resp CCtr	Account Manager	Location	Room	New Location	New Room	New Resp CCtr
310323	60P67L1	COMPUTER;DELL OPTIPLEX 780 E7500 2.93GHZ IC2D 20"	1212100000	Mr Mark A Hughes	MCS	263	UDC	101	1410130099
310753	8PRG3M1	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"	1212100000	Mr Mark A Hughes	MCS	262	UDC	101	1410130099
310760	GMRG3M1	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"	1212100000	Mr Mark A Hughes	MCS	262	UDC	101	1410130099

Use this field for notes to the Materials Management group that will be picking up the items in this request.

Special Instructions or Additional Information:
Please call contact number prior to picking up
items due to special access required.

Detailed list of additional non-asset items to be picked up:

Note: Make sure anything listed here is an exact count of what should be picked up by Materials Management.
20 workstation chairs, mesh back
1 6ft conference table
3 double pedestal wood desks

Contact Name
Mary frame

Contact Number
5-4340

If you have additional non-inventoried items to be picked along with the inventoried assets, you can add them here.

If asset location is different than what is listed above, list actual building and room here.
MCS 252

Click on **CONTINUE** to submit the request.

Surplus Update Confirmation Screen

***Success, your surplus asset transfer request has been submitted for approval.

| Print PDF Form | Exit | New Asset Entry |

Print PDF Form

This form shows the request and the workflow path. This form can also be accessed from the monitor report, transaction ZASSETRPT2. These will remain viewable after the request has been posted.

TEXAS★STATE UNIVERSITY
The rising STAR of Texas

Automated Asset Transfer Request

Transfer Request: 00000401392520160819
Created By: JW35
Created On: Aug 19, 2016
Asset Trns Type: Surplus Inventory
Transfer Status: Started

Reason for Transfer / Special Instructions

Please call contact number prior to picking up
items due to special access required.

Inv No	Serial No	Asset Desc	Resp CCtr	Acct Mgr	Loc	Rm	New Loc	New Rm	New Resp CCtr
310323	60P67L1	COMPUTER;DELL OPTIPLEX 780 E7500 2.93GHZ IC	1212100000	MH66	MCS	263	UDC	101	1410130099
310753	8PRG3M1	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15	1212100000	MH66	MCS	262	UDC	101	1410130099
310760	GMRG3M1	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15	1212100000	MH66	MCS	262	UDC	101	1410130099

Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
	Materials Management	Administrator			
	Account Manager (Orig)	Mr Mark A Hughes			
	Surplus Inventory	Administrator			

Contact Name: Mary frame
Contact Number: 5-4340

Actual Asset Location: MCS 252

Detailed list of non-asset items to be picked up
20 workstation chairs, mesh back
1 6ft conference table
3 double pedestal wood desks

INITIATOR Transfer Request Created

Materials Management to Approve or Reject

LEVEL 10

APPROVED

REJECT

Is this only a location change?

NO

Is the Acct Mgr the same on TO and FROM?

NO

Is the Acct Mgr the initiator on the TO account?

NO

Is the Acct Mgr the initiator on the FROM account?

YES

YES

NO

Account Manager transfer FROM Approve or Reject

LEVEL 20 (SENDERS) Up to 10 AMs

APPROVE

Account Manager transfer TO Approve or Reject

LEVEL 30 (RECEIVERS) Up to 10 AMs

APPROVE

REJECT

Email to initiator of rejection

YES

IN SAP Location and Room Updated on Asset Record

Is the transfer to cost center 1410130099?

YES

Email to Materials Management for inventory surplus asset to be picked up

Email to ITAC for hard drive removal

Inventory Surplus Manager checks to verify all items have been received by UDC

LEVEL 40

IN SAP Responsible Cost Center Updated on Asset Record

Email to initiator of transfer posted

Monitor Report

Transaction code: ZASSETRPT2 (ZASSETRPT1 for Materials Management)

This transaction shows all asset transfers. The parameter screen allows the user to choose to view all or by status. If the user does not want to see the post transfers, choose to exclude the posted status.

The user can also run the report by date and/or inventory number.

Transfer Group - this is similar to the document number. We had to create a table for this project and every table must have a way to group the items created together in order to keep the items together, we had to have a key. The key is made up of the first asset in the request and the date the request was submitted.

NOTE: If the user double-clicks on a line in this column, it will bring up AS03 for this asset. If you do not see the asset record when double-clicking, your security profile may need to have another role added.

Inventory Number - this is the tag number on the asset. It was used when creating the request. Double-click in this line item and AS03 appears.

Asset No. – This is the SAP assigned asset number, used when looking up assets in AS03. Double-click in this line item and AS03 appears.

Type – This will either be standard or surplus. This is the path used when the request was created.

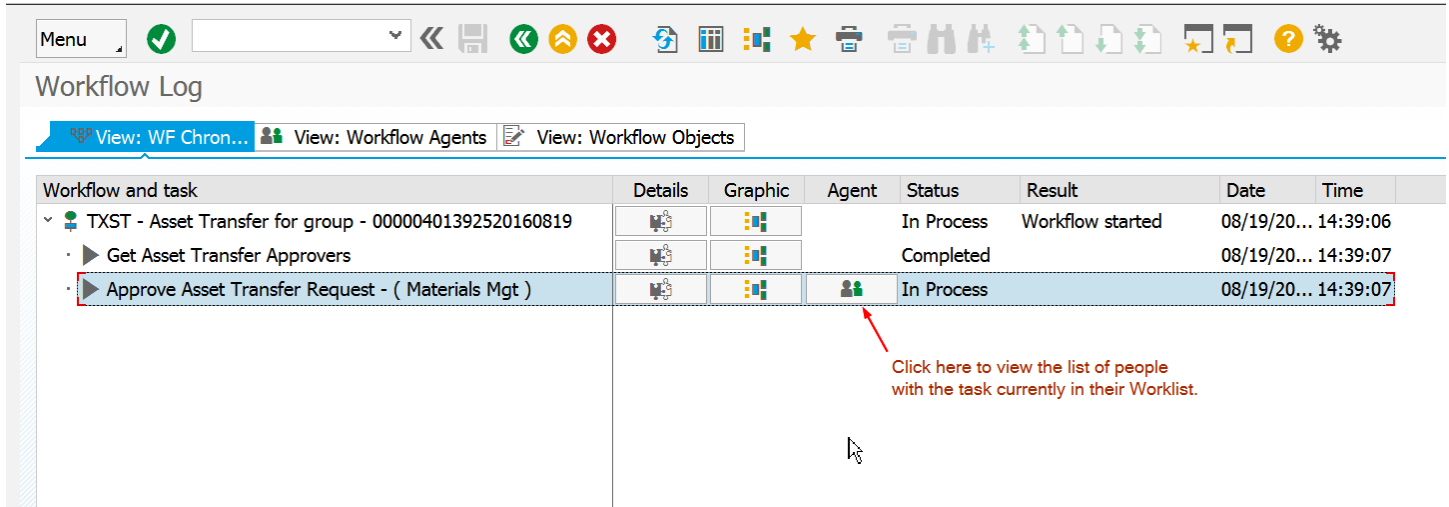Created On – This is when the request was created.

Created By – This is who created the request. The requests on ZASSETRPT2 will be by the user in this column.

Status – Shows what status the workflow is currently in for the request. If an item is rejected, the workflow has stopped, but will show completed on the report. In order to restart workflow, either use the toolbox 🖼 or make a change to the document and save it.

Original Responsible Cost Center, Location and Room – this is where the asset current resides in SAP, AS03.
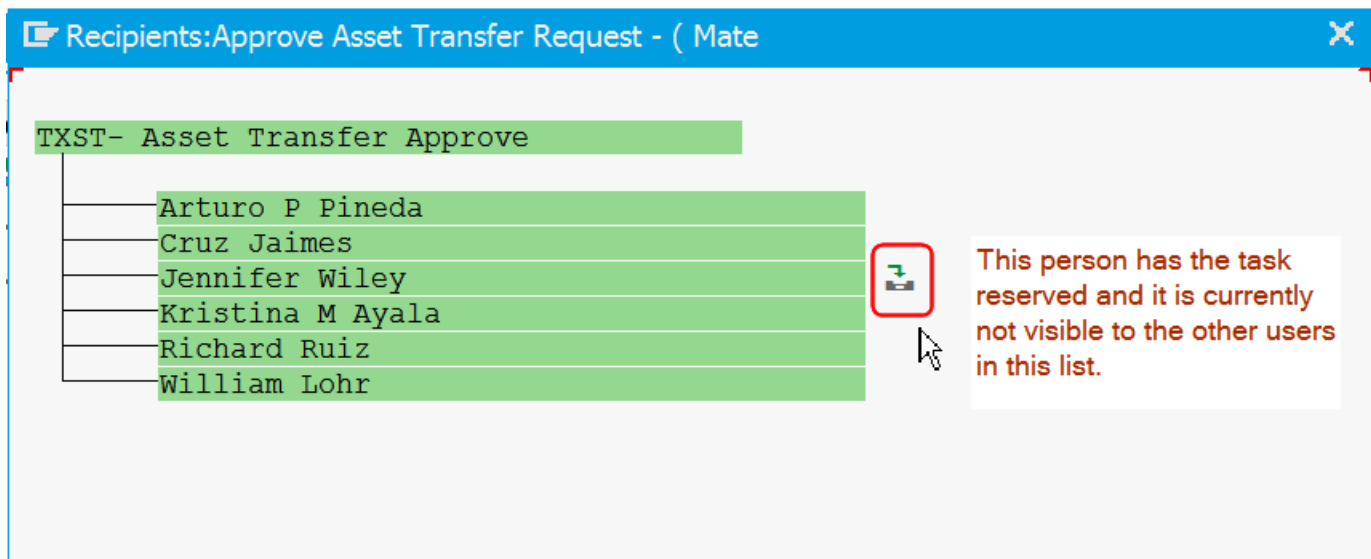
New Responsible Cost Center, Location and Room – this is where the request will post and change the AS03 record.

Workflow Status – Shows if the workflow has started, completed or stopped. Double-click into this column and the workflow log is shown:

If the workflow show In Process, click on the Agents and see who has the task reserved. If someone has looked at the request and chose "Exit without Action" they have now reserved the task. You can tell who the task reserved by looking at the Agents and the one with the inbox symbol next to their name is the one who has reserved the task. They either need to approve it, reject or replace the item.

Workflow Date – this is the date that workflow moved into the level shown in the next column

Workflow Level – this is the current level that is awaiting approval. Drill into this line item to see the workflow log and show the users.

App Cycle – This shows how many times the asset was involved in a change request within this program process.

Tools (only on ZASSETRPT1) – Double-click on this and you will be able to start and/or stop workflow. Use this if there is ever a glitch.

Change – This is for users to make limited changes or delete the entire request.

NOTE: On surplus requests, the user is limited to text changes, not room, cost center or location changes. Once the workflow reaches the Surplus Group, the user is no longer able to make changes. The user must notify Materials Management of a change to the request.

PDF Print – this is the print form showing the request details and workflow planned/approval path. This will continue to remain viewable even after the request has posted.
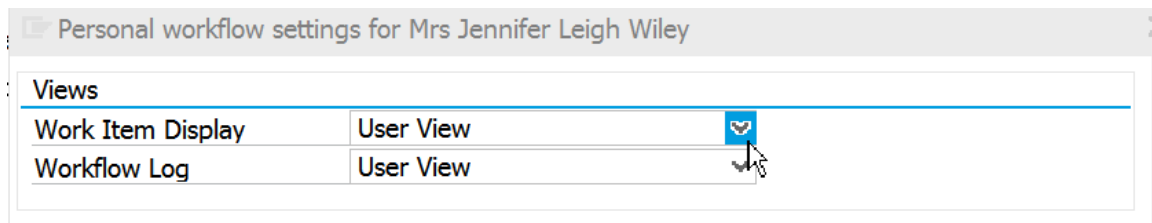

Workflow Log Settings

If your log does not look like the screenshot above, follow these instructions to change the setting.

From the menu path, choose GOTO, then PERSONAL WORKFLOW SETTINGS.
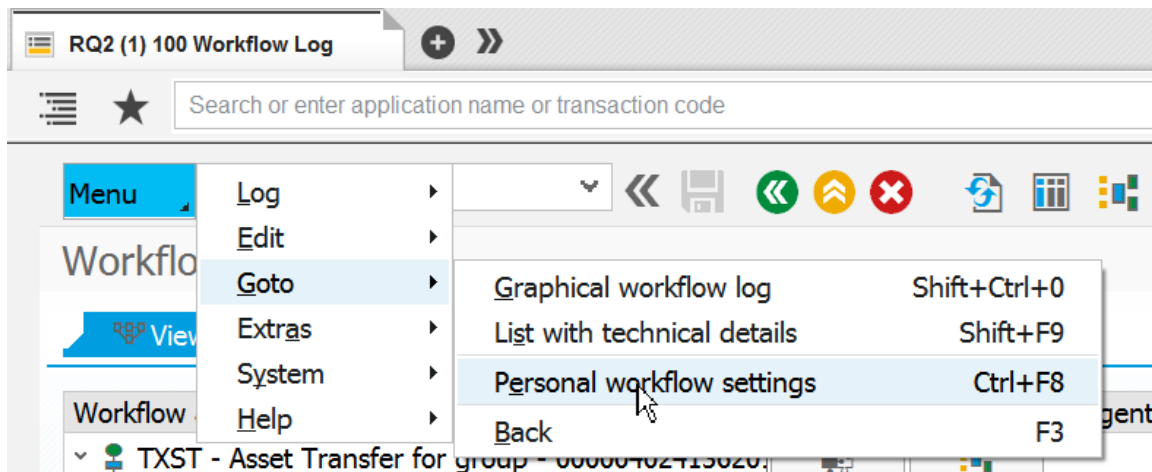
Make the WORK ITEM DISPLAY and WORKFLOW LOG set as USER VIEW

Workflow Approval Screens

Using the Portal, the items to approve will appear in the worklist. This is similar to approval for time, travel, requisitions, e-IDT and e-NPO.

Click on the item to view it for approval, rejection or exit without action. If EXIT WITHOUT ACTION is chosen, this reserves the item and it will not appear in the other worklists of users in this group. If it is an account manager and the substitute views the item, the account manager will no longer see the item in their worklist. The item can be replaced using the worklist inbox from the GUI.

If REJECT is chosen, a reason must be given for the rejection. An email will be sent to the initiator containing the details of the request, who rejected it and the rejection reason.

Monitor Report prior to rejection:

Asset Transfer Monitor - Admin

Inventory No = 204161

Transfer Group	Inv No	Orig Resp	New Cost Crt	New Loc	New Room	New Resp	Workflow Stat	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Tools	Change	PDF Print	cnt
00000403274120160819	204161	BC18	1212110000	JCK	720	MH66	STARTED	7039001	08/19/2016	Materials Management	1				1

After Rejection:

Asset Transfer Monitor - Admin

Inventory No = 204161

Transfer Group	Inv No	Status	Orig Cost Ctr	Orig Loc	Orig Room	Orig Resp	New Cost Crt	New Loc	New Room	New Resp	Workflow Stat	Workflow	Workflow Dt	W
00000403274120160819	204161	Rejected	1315000000	JCK	489	BC18	1212110000	JCK	720	MH66	COMPLETED	7039001	08/19/2016	

Print Form after rejection:

Automated Asset Transfer Request

TEXAS ★ STATE UNIVERSITY
The rising STAR of Texas

Transfer Request: 00000403274120160819
Created By: JW35
Created On: Aug 19, 2016
Asset Trns Type: Standard
Transfer Status: Rejected

Reason for Transfer / Special Instructions

User Demo

Inv No	Serial No	Asset Desc	Resp CCtr	Acct Mgr	Loc	Rm	New Loc	New Rm	New Resp CCtr
204161	C02QP412G	COMPUTER;MACBOOK PRO 15"	1315000000	BC18	JCK	489	JCK	720	1212110000

Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
Rejected	Materials Management	Administrator	Mrs Jennifer Leigh Wiley	Aug 23, 2016	9:45:26 AM
	Account Manager (Orig)	Dr Billy C Covington			
	Account Manager (New)	Mr Mark A Hughes			

Administrator Workflow Level

This level is seen when master data on the cost center is blank. If this level appears on a worklist for someone who is an approver at that level, reject the document and enter in the rejection reason:

Asset Transfer Monitor - Admin

Asset Transfer Monitor - Admin

Transfer Group	Inv No	Orig Resp	New Cost Crt	New Loc	New Room	New Resp	Workflow Stat	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Tools	Change	PDF
00000401813720160823	207859	DY11	1315000000	AG	300	BC18	STARTED	7041001	08/23/2016	Account Manager Supe	1			
00000401959920160823	207867		1315000000	AG	300A	BC18	STARTED	7041010	08/23/2016	Account Manager not	1			
00000401392520160819	310323	MH66	1410130099	UDC	101	FG01	STARTED	7039006	08/19/2016	Materials Management	1			

Master data for the cost center is incorrect.

Please contact Financial Reporting to update.

Once updated, select change and save document to restart.

Withdrawn Employees on Cost Center Master Data

If a cost center has not been updated after an employee has left the University, the workflow will determine that the employee is in withdrawn status and route the request to that position's supervisor.

Asset Transfer Monitor - Admin

Asset Transfer Monitor - Admin

Transfer Group	Inv No	Orig Resp	New Cost Crt	New Loc	New Room	New Resp	Workflow Stat	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Tools	Change	PDF Pri
00000401813720160823	207859	DY11	1315000000	AG	300	BC18	STARTED	7041001	08/23/2016	Account Manager Supe	1			
00000401959920160823	207867		1315000000	AG	300A	BC18	STARTED	7041010	08/23/2016	Account Manager not	1			

No action needed by Materials Management on this scenario.

Sample Emails

POSTED, sent to initiator

Wiley, Jenny

From:	Texas State Materials Management <MaterialsMGT@txstate.edu>
Sent:	Friday, August 19, 2016 1:19 PM
To:	Wiley, Jenny
Subject:	Your Asset Transfer Request has been POSTED
Attachments:	Asset Transfer Detail.PDF

The pdf from the monitor report is attached to the email to show the details of the request.

Transfer Group...........00000401383520160819

Transfer Started by.....Mrs Jennifer Leigh Wiley

Transfer Started date...08/19/2016

==> Please refer to the attached document to see the asset transfer request detail.

If you have any questions concerning this asset transfer request, please contact Materials Management at (512) 245-2709 or Materialsmgt@txstate.edu.

REJECT Email

Wiley, Jenny

From:	Texas State Materials Management <MaterialsMGT@txstate.edu>
Sent:	Friday, August 19, 2016 12:31 PM
To:	Wiley, Jenny
Subject:	Your Asset Transfer Request has been REJECTED
Attachments:	Asset Transfer Detail.PDF

Transfer Group..........00000403051320160819

Transfer Started by.....Mrs Jennifer Leigh Wiley

Transfer Started date...08/19/2016

Transfer Rejected by.....Mrs Jennifer Leigh Wiley

Transfer Rejection date...08/19/2016

Reason for Rejection:

test

==> Please refer to the attached document to see the asset transfer request detail.

If you have any questions concerning this asset transfer request, please contact Materials Management at (512) 245-2709 or Materialsmgt@txstate.edu.

SURPLUS INVENTORY to Materials Management and ITAC

Wiley, Jenny

From:	Texas State Materials Management <MaterialsMGT@txstate.edu>
Sent:	Tuesday, August 23, 2016 8:23 AM
To:	Wiley, Jenny; Frame, Mary L; Ayala, Kristina M; Materials Management
Subject:	Surplus Inventory Pick Up Request
Attachments:	Asset Transfer Detail.PDF

Transfer Group..........00000400587620160822

Transfer Started by.....Mr Arturo P Pineda

Transfer Started date...08/22/2016

==> Please refer to the attached document to see the Surplus Inventory request detail.

If you have any questions concerning this asset transfer request, please contact Materials Management at (512) 245-2709 or Materialsmgt@txstate.edu.