

SJR STATE WEB SYSTEMS - MY WORKFLOW FOR PROPERTY MANAGEMENT

This Job Aid provides user friendly instructions on how to use the electronic property management workflow modules to complete required actions ensuring the proper control and management of the College's accountable tangible personal property. All designated Department Property Custodians and Functional Property Custodians shall use the "My Workflow Property Management Forms & Modules" to fulfill their property management responsibilities.

*College Property Control
Management for Functional
and Department Property
Custodians*

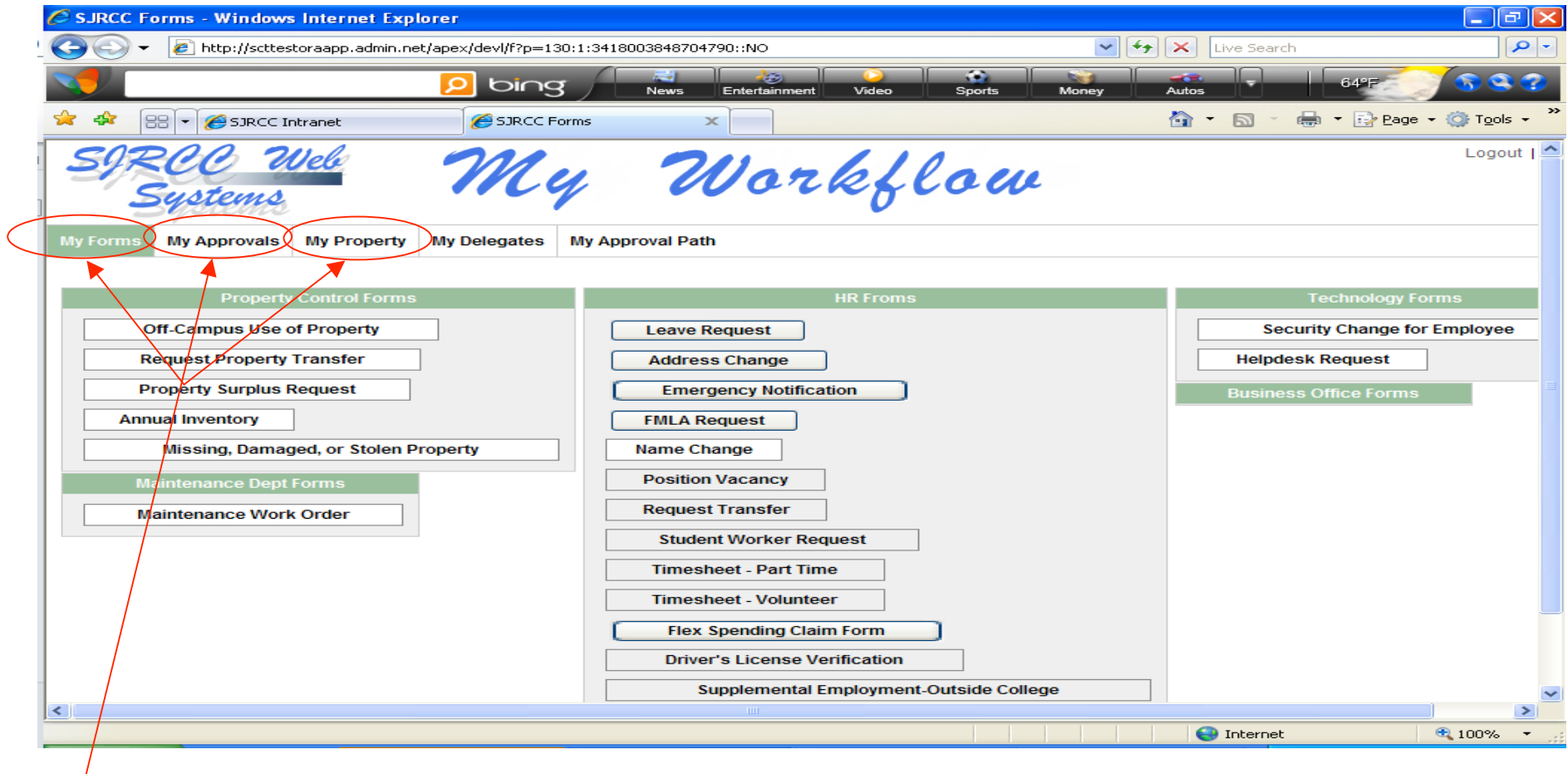
St Johns River State College

STANDARD OPERATING PROCEDURES

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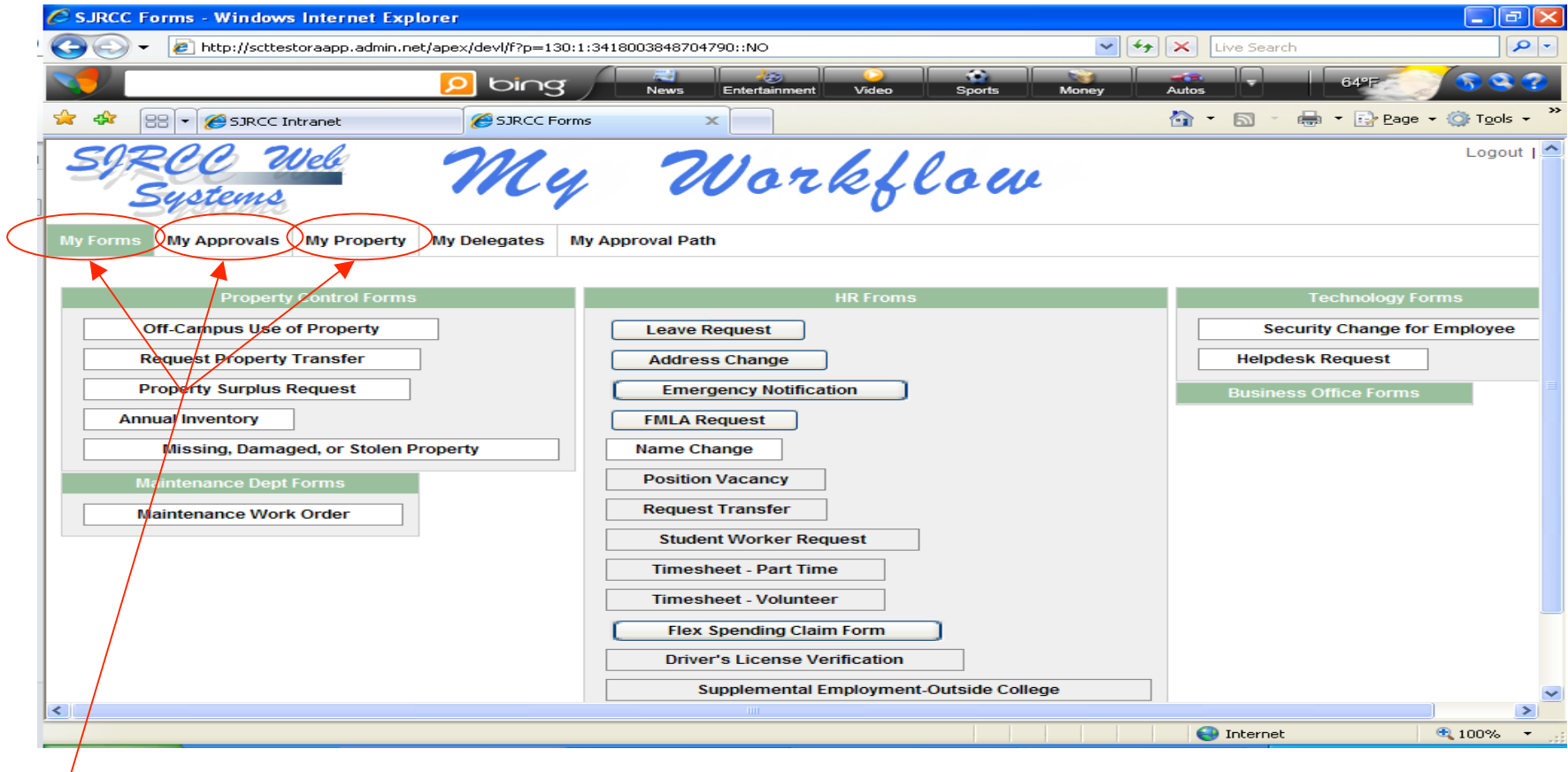
STANDARD OPERATING PROCEDURES



The "My Workflow" screen consists of five tabs. However, only three of these are used for Property Management purposes – My Forms, My Approvals and My Property. The "My Delegates" and "My Approval Path" are not used and shall not be used because the functions of both Department Property Custodian and Functional Property Custodian **shall not be delegated** as outlined in the SJR State Property Management Operating Procedures.

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My Forms tab contains all the Property Control Forms required for Functional Property Custodians to process and complete actions that have impact to their property list. The My Approvals tab is used to approve any requests that a Custodian must authorize. And the final tab of My Property contains the present day updated Property List assigned to the Functional Property Custodian.

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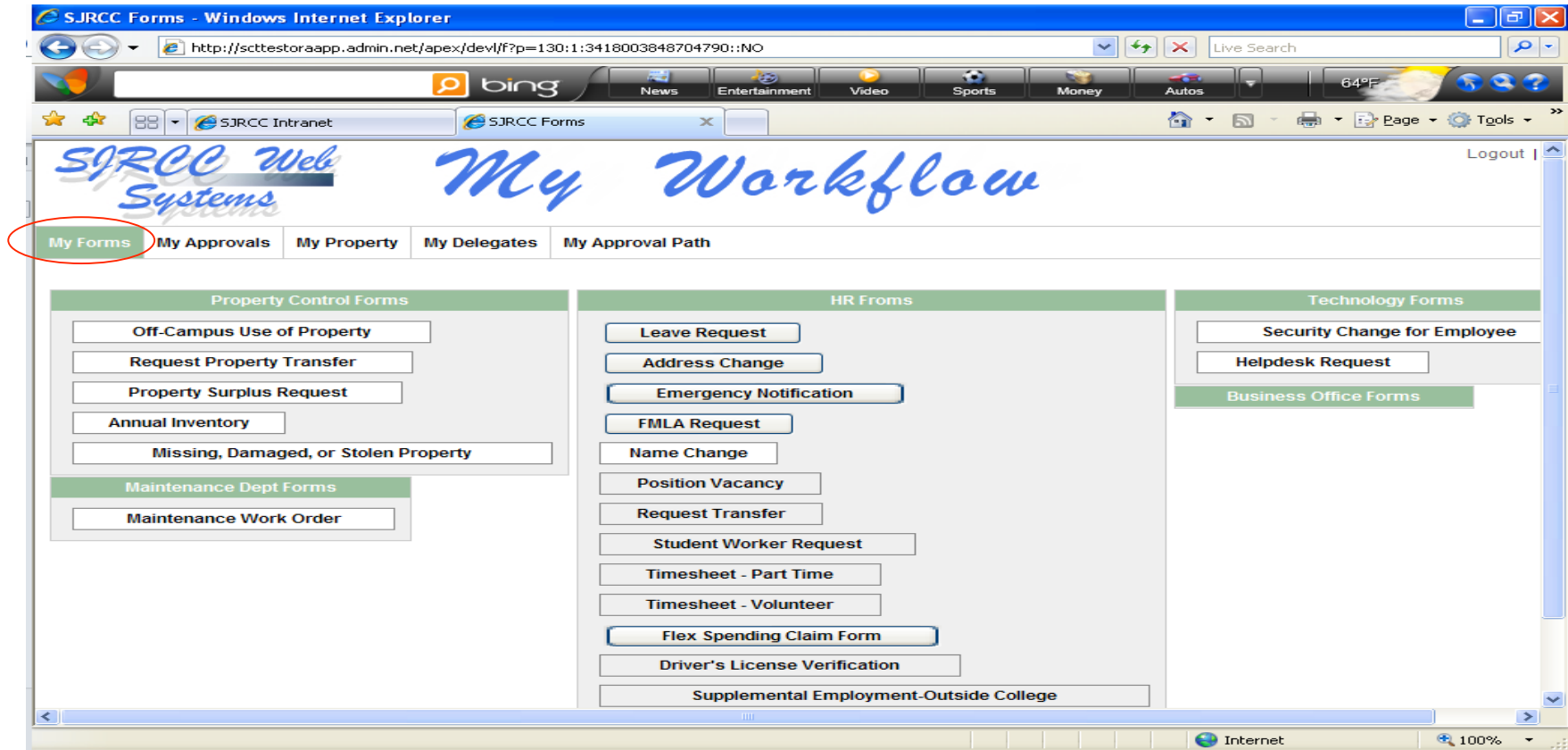
The screenshot displays a web browser window titled "My Property - Windows Internet Explorer". The address bar shows the URL: <http://scttestoraapp.admin.net/apex/dev/f?p=130:27:3418003848704790::NO::>. The page features a navigation menu with tabs: "My Forms", "My Approvals", "My Property" (highlighted with a red circle), "My Delegates", and "My Approval Path". Below the navigation is a search bar with a "Go" button and an "Actions" button. The main content area contains a table with the following columns: "SJRCC Tag", "Tracking Type", "Status", "Category", "Description", "Manufacturer", "Year/Model", "Serial Number", "Acquisition Date", and "Functional C". The table lists six property records, each with a document icon in the "SJRCC Tag" column. A red arrow points from the "My Property" tab to the first record (SJRCC Tag: 028308). Another red arrow points from the "My Property" tab to the bottom of the table, indicating the scroll bar. The bottom of the page shows "1 - 6 of 6" and "BOLSON".

SJRCC Tag	Tracking Type	Status	Category	Description	Manufacturer	Year/Model	Serial Number	Acquisition Date	Functional C
028308	Accountable Property	Active	Equipment	CUSTOM LOCK BOXES	-	-	N/A	16-JAN-04	bolson
027354	Accountable Property	Active	Equipment	Double Lateral File (Wooden Credenza)	-	-	N/A	21-APR-00	bolson
029439	Accountable Property	Active	Office Equipment	Low Volume Inserter	-	-	0607001052	10-OCT-07	bolson
027741	Accountable Property	Active	Projector	ULTRALIGHT LS2 LCD PRJCTR	-	-	5PW1100084	04-MAY-01	bolson
028504	Accountable Property	Active	Equipment	4 CHANNEL VOICE DIALER	-	-	N/A	06-AUG-04	bolson
029849	Accountable Property	Active	Equipment	Fellowes 38425 Shredder	-	-	CRC38425.2	14-NOV-08	bolson

Under the "My Property" tab is the complete and consolidated assigned property listing for the Functional Custodian. The Functional Custodian may review the details of a Property List's item by either clicking the property record icon or scrolling across the bottom to view the items on the associated line in the report.

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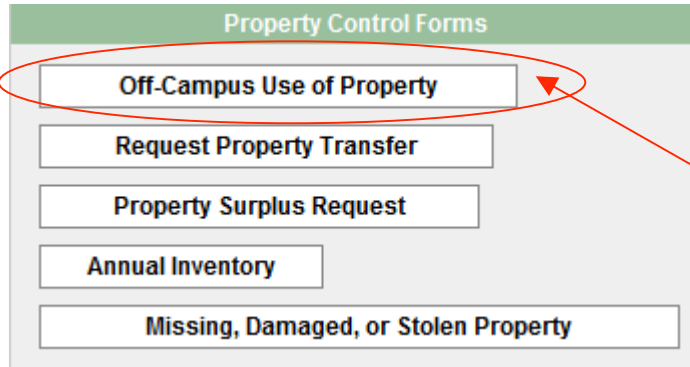
STANDARD OPERATING PROCEDURES



Under the “My Forms” tab are the Property Control Forms required to maintain the Functional Custodian’s property list. The forms are used to report or request changes in the status of assigned equipment. They include requesting approval for the use of college property off-campus, changes in location and/or custodian, request for declaring an item surplus/disposition and reporting an item lost, stolen or damaged. We will go through each of these options.

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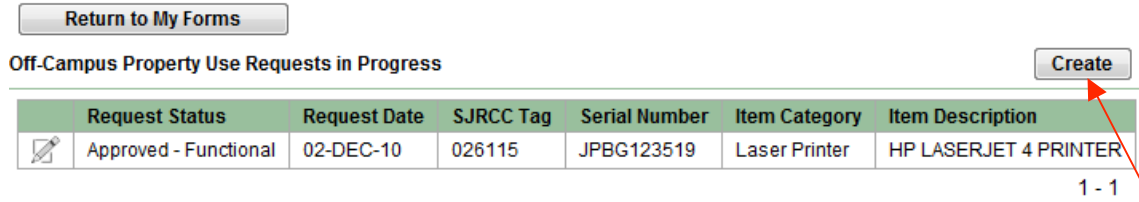
STANDARD OPERATING PROCEDURES



Property Control Forms

- Off-Campus Use of Property
- Request Property Transfer
- Property Surplus Request
- Annual Inventory
- Missing, Damaged, or Stolen Property

Click here. This is used to gain approval for off campus use of college property for circumstances that warrant the use of equipment that are directly related to one's job duties.



Return to My Forms

Off-Campus Property Use Requests in Progress Create

Request Status	Request Date	SJRCC Tag	Serial Number	Item Category	Item Description
Approved - Functional	02-DEC-10	026115	JPBG123519	Laser Printer	HP LASERJET 4 PRINTER

1 - 1

Current Off-Campus Property Use
no data found

Completed Off-Campus Property Requests
no data found

Cancelled Off-Campus Property Use
no data found

Once in the "Off Campus Property" form the above will be displayed. It shows request in process, current authorized off campus property items, completed requests and cancelled requests. To request a new Off Campus Use of Property, **Click on Create**

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STANDARD OPERATING PROCEDURES

My Forms | My Approvals | My Property | My Delegates | My Approval Path

Requester Information Cancel

Request Status Open
Requesting User KSMITH
Request Date 02-DEC-10

Request Comment

Property Information

Type Of Equipment All Get Property

The above form displays. You can provide amplifying and support information for the approval process **by filling in "Request Comment"**. Once completed then **click "Get Property"** to display your Property List.

Property Category Not Selected

Go Actions

Property Id	Current Status	Item Category	Serial Number	Current Tag	Current Admin Cust
Select	Active	Laser Printer	JPBG123519	026115	ksmith
Select	Active	Laser Printer	-	027817	ksmith
Select	Active	Laser Printer	CNGHC34173	028299	ksmith
Select	Active	Laser Printer	USDNM21946	028312	ksmith

The above listing is displayed providing you the option to identify and select the item you are requesting for "off campus" use of equipment. Once you identify the line item, and then **click on "Select"**.

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STANDARD OPERATING PROCEDURES

My Forms | My Approvals | My Property | My Delegates | My Approval Path

Requester Information	Property Information
<p>Request Status: Open Requesting User: KSMITH Request Date: 02-DEC-10</p> <p>Request Comment: Need to take printer home</p>	<p>Property ID #: 026115 Serial Number: JPBG123519 Item Description: HP LASERJET 4 PRINTER Functional Custodian: ksmith Department Custodian: mmiller Expected Return Date: <input type="text"/></p>

Off-Campus Use of College Property:

College owned equipment is primarily intended for use at the designated work place on campus. At times, certain circumstances will warrant the use of this equipment at other locations that are directly related to one's job duties. A department's Vice President is the approval authority for all off-campus use of equipment. A copy of the approved off-campus use form will be filed with the department and administrative property custodian citing the property's location and the original sent to the college property manager to update the inventory records.

As the Property End User, I am responsible for the following:

- Ensuring the described equipment is used for approved college purposes.
- Proper safekeeping of the listed equipment.
- Make certain equipment is accessible at all times for audit/inventory purposes.
- Timely reporting to the Department Head, College Security and the Property Manager of any checked out property item that is lost or stolen within 24 hours of discovery.

I agree to the statements above, and understand that I will be financially responsible for the listed equipment if any or all items are not returned, or are damaged; unless the loss or damage was caused by theft by a third party, accident or otherwise during reasonable use and/or through no fault of my own.

Approval Signatures			
Requestor Approval	<input checked="" type="radio"/> Approved <input type="radio"/> Denied	Requestor Signature	KSMITH
Functional Custodian Approval	<input type="radio"/> Approved <input type="radio"/> Denied	Functional Custodian Signature	
Department Custodian Approval	<input type="radio"/> Approved <input type="radio"/> Denied	Department Custodian Signature	
Property Manager Approval	<input type="radio"/> Approved <input type="radio"/> Denied	Property Manager Signature	

Requestor Approval Date: 02-DEC-10

Functional Custodian Approval Date: _____

Department Custodian Approval Date: _____

Property Manager Approval Date: _____

Submit Form

1. Fill in Expected Return Date which cannot be greater than one year
2. Read the policies associated with this request.
3. Select Approved – Functional Custodian Signature line
4. **Click Submit Form**

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[My Forms](#) | [My Approvals](#) | [My Property](#) | [My Delegates](#) | [My Approval Path](#)

[Return to My Forms](#)

Off-Campus Property Use Requests in Progress

[Create](#)

	Request Status	Request Date	SJRCC Tag	Serial Number	Item Category	Item Description
	Approved - Functional	02-DEC-10	026115	JPBG123519	Laser Printer	HP LASERJET 4 PRINTER
	Approved - Functional	02-DEC-10	026115	JPBG123519	Laser Printer	HP LASERJET 4 PRINTER

1 - 2

Current Off-Campus Property Use

no data found

Completed Off-Campus Property Requests

no data found

Cancelled Off-Campus Property Use

no data found

Upon clicking "Submit Form", you will be returned to the above display. The item requested will be shown with the present "request status" under the "In Progress" section. Once approved by both the Department Custodian and Property Manager, the item will ????. To move back to the Property Control Forms, **click on "Return to My Forms"**.

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The screenshot shows a menu titled "Property Control Forms" with a green header. Below the header are five buttons: "Off-Campus Use of Property", "Request Property Transfer", "Property Surplus Request", "Annual Inventory", and "Missing, Damaged, or Stolen Property". The "Request Property Transfer" button is circled in red, and a red arrow points from it towards the text below.


Click here. The "Request Property Transfer" is used to report moving inventory and accounting for it at all times.

The screenshot shows two sections. The top section is titled "Property Transfer Requests In Progress" with a green header and contains two buttons: "Cancel" and "Create a Transfer". The "Create a Transfer" button is circled in red, and a red arrow points from it towards the text below. Below this section is the text "No data found.". The bottom section is titled "Completed Transfer Requests" with a green header and contains the text "No data found.".

The above form displays. It shows two phases of Property Transfer Requests--- *Requests in Progress* and *Completed Transfer Requests*. To create a transfer of an item, **then click here.**

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Transfer	SJRCC Tag #	Tracking	Status	Description	Serial Number	Acquisition Date	Functional Custodian	Department Custodian	Campus	Building	Room	
 Transfer Property	026115	Accountable Property	Active	HP LASERJET 4 PRINTER	JPBG123519	17-JUN-94	ksmith	mmiller	Palatka	-	Palatka - T201D	\$
 Transfer Property	027817	Accountable Property	Active	LASERJET 4100 TN Printer	-	22-JUN-01	ksmith	mmiller	Palatka	B	Palatka - B004	\$
 Transfer Property	028299	Accountable Property	Active	HP Color LaserJet 2500N	CNGHC34173	14-JAN-04	ksmith	mmiller	Palatka	T	Palatka - T205	\$
 Transfer Property	028312	Accountable Property	Active	HP LJ 4200N Printer	USDNM21946	03-DEC-03	ksmith	mmiller	Orange Park	L	Orange Park - L111	\$

The above listing is displayed providing you the option to identify and select the item you are requesting to transfer property. Once you identify the line item, and then **click on "Transfer Property"**.

Property Transfer Request Cancel

Property ID # 027817

Current Functional Custodian ksmith

Current Department Custodian mmiller

Property Transfer Type Change location only Transfer functional custodian and location

The above will display providing you with two options- change in location only or transfer functional custodian and location. For "change location only" requests, only the Property Manager will approve upon request form the Functional Custodian. For "transfer functional custodian and location" requests, because this involves shifting a resource, then the request is routed for approval by the Department Custodian, proposed new Functional Custodian and proposed new Department Custodian. For this example, we will use the Change Location Only. **Click on.**

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Property Transfer Request Cancel

Property ID # 027817
Current Functional Custodian ksmith
Current Department Custodian mmiller
Property Transfer Type Change location only Transfer functional custodian and location

Property Transfer From

From Campus Palatka
From Building B
From Room Palatka - B004

Property Transfer To

To Campus
To Building
To Room Change Room

Approval Information

Functional Custodian Approval Status Approved Denied
Functional Custodian Approval Signature KSMITH
Functional Custodian Approval Date 02-DEC-2010 16:09:16
Functional Custodian Comments

Approve Transfer Request

The above will display. **Click on "Change Room"** to identify the location of where the item will be transferred to.

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STANDARD OPERATING PROCEDURES

Cancel

Enter Partial Room Number

Select Campus Orange Park Campus Palatka Campus Ponte Vedra Center St. Augustine Campus

Select Building APA BPA EPA FPA GPA IPA JPA LPA MPA NPA OPA PPA QPA RPA SPA
 TPA UPA VPA XPA YPA ZPA

Calling Form

	Campus	Building Code	Building	Room	Room Description
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0010	Office (Bus)
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0012	Lounge
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0013	Office (Switchboard)
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0014	Office
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0015	Office (Bus)
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0016	Vestibule
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0017	Vault
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0018	Meeting Room

The above is now displayed, identify the location by selecting campus, then building and then the specific room from the above list. **Click Select.**

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Property Transfer Request

Property ID # 027817
Current Functional Custodian ksmith
Current Department Custodian mmiller
Property Transfer Type Change location only Transfer functional custodian and location

Property Transfer From

From Campus Palatka
From Building B
From Room Palatka - B004

Property Transfer To

To Campus PA
To Building APA
To Room A0014

Approval Information

Functional Custodian Approval Status Approved Denied
Functional Custodian Approval Signature KSMITH
Functional Custodian Approval Date 02-DEC-2010 16:12:05
Functional Custodian Comments

The previous screen will again display, enter any comments then **click on Approve Transfer Request**. You will be returned to the Transfer Property Status page, seen on the next page.

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Action Processed.

Property Transfer Requests In Progress

Cancel

Create a Transfer

	From Functional Custodian	To Functional Custodian	To Campus	To Building	To Room	Requesting User	Request Status	Request Date
 View Property	ksmith	ksmith	PA	APA	A0014	KSMITH	Approved Transfer - Functional	02-DEC-10

1 - 1

Completed Transfer Requests





No data found.



My Workflow

Log

Go Actions

Transfer	SJRCC Tag #	Tracking	Status	Description	Serial Number	Acquisition Date	Functional Custodian	Department Custodian	Campus	Building	Room
 Transfer Property	026115	Accountable Property	Active	HP LASERJET 4 PRINTER	JPG123519	17-JUN-94	ksmith	mmiller	Palatka	-	Palatka - T201D
 Transfer Property	027817	Accountable Property	Active	LASERJET 4100 TN Printer	-	22-JUN-01	ksmith	mmiller	Palatka	B	Palatka - B004
 Transfer Property	028299	Accountable Property	Active	HP Color LaserJet 2500N	CNGHC34173	14-JAN-04	ksmith	mmiller	Palatka	T	Palatka - T205
 Transfer Property	028312	Accountable Property	Active	HP LJ 4200N Printer	USDNM21946	03-DEC-03	ksmith	mmiller	Orange Park	L	Orange Park - L111

Now we will take the steps involved for “transfer functional custodian and location” requests.

1. Click “Create a Transfer”
2. Identify the property item on the list, then click “Transfer Property”.

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Property Transfer Request Cancel

Property ID # 028317
Current Functional Custodian ksmith
Current Department Custodian mmiller

Property Transfer Type Change location only Transfer functional custodian and location

For “transfer functional custodian and location” requests, ***click here.***

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STANDARD OPERATING PROCEDURES

Property Transfer Request Cancel

Property ID # 028317
Current Functional Custodian ksmith
Current Department Custodian mmiller
Property Transfer Type Change location only Transfer functional custodian and location

Property Transfer From

From Campus St Augustine
From Building L
From Room St Augustine - J109

Property Transfer To

To Functional Custodian

To Department Custodian
To Campus
To Building
To Room

Change Room

Approval Information

Functional Custodian Approval Status Approved Denied
Functional Custodian Approval Signature KSMITH
Functional Custodian Approval Date 02-DEC-2010 16:34:59

Functional Custodian Comments

Approve Transfer Request

The above is displayed, first identify and select the new Functional Custodian.

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Property Transfer Request Cancel

Property ID # 028317
Current Functional Custodian ksmith
Current Department Custodian mmiller

Property Transfer Type Change location only Transfer functional custodian and location

Property Transfer From

From Campus St Augustine
From Building L
From Room St Augustine - J109

Property Transfer To

To Functional Custodian Hawkins, Paul M
To Department Custodian
To Campus
To Building
To Room

Change Room

The above will display. **Click on "Change Room"** to identify the location of where the item will be transferred to.

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STANDARD OPERATING PROCEDURES

Cancel

Enter Partial Room Number

Select Campus Orange Park Campus Palatka Campus Ponte Vedra Center St. Augustine Campus

Select Building APA BPA EPA FPA GPA IPA JPA LPA MPA NPA OPA PPA QPA RPA SPA
 TPA UPA VPA XPA YPA ZPA

Calling Form

	Campus	Building Code	Building	Room	Room Description
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0010	Office (Bus)
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0012	Lounge
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0013	Office (Switchboard)
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0014	Office
Select	Palatka Campus	APA	PA-ADMINISTRATION BLDG	A0015	Office (Bus)

The above is now displayed; identify the location by selecting campus, then building and then the specific room from the above list. **Click Select.**

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Property Transfer Request Cancel

Property ID # 028317
Current Functional Custodian ksmith
Current Department Custodian mmiller
Property Transfer Type Change location only Transfer functional custodian and location

Property Transfer From

From Campus St Augustine
From Building L
From Room St Augustine - J109

Property Transfer To

To Functional Custodian Hawkins, Paul M
To Department Custodian
To Campus PA
To Building APA
To Room A0030 Change Room

Approval Information

Functional Custodian Approval Status Approved Denied
Functional Custodian Approval Signature KSMITH
Functional Custodian Approval Date 02-DEC-2010 16:37:37
Functional Custodian Comments

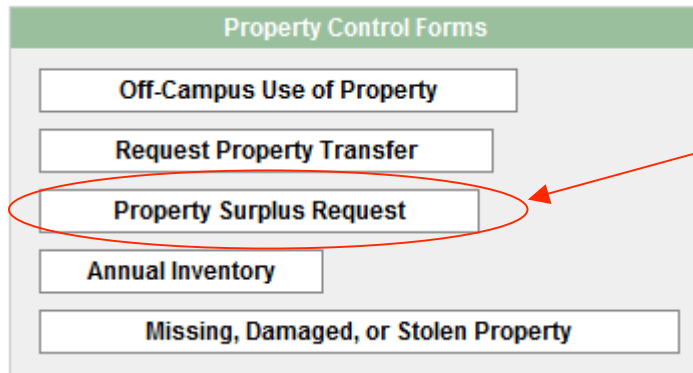
Approve Transfer Request

The above is displayed; enter Comments if necessary, then click **“Approve Transfer Request”**. You will be returned to the Transfer Property Status page.

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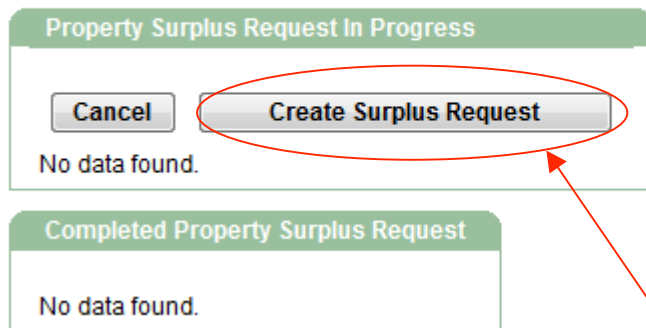
STANDARD OPERATING PROCEDURES

When a Property Item is no longer needed by a department and the item no longer serves a useful purpose, then the department should initiate and request board “write-off” approval from the College Property System. Once approved, the Property Manager will work with the department on the disposition of the item. To declare an accountable item surplus, the Property Surplus Request is used. **Click here to start** the process.



The screenshot shows a menu titled "Property Control Forms" with a green header. Below the header are five buttons: "Off-Campus Use of Property", "Request Property Transfer", "Property Surplus Request", "Annual Inventory", and "Missing, Damaged, or Stolen Property". The "Property Surplus Request" button is circled in red, and a red arrow points from the text "Click here to start" in the paragraph above to this button.

My Forms	My Approvals	My Property	My Delegates	My Approval Path
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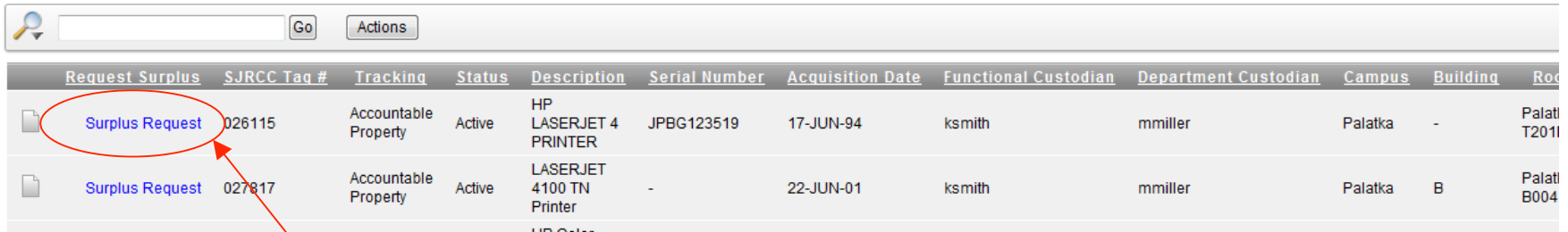


The screenshot shows two sections. The top section is titled "Property Surplus Request In Progress" and contains two buttons: "Cancel" and "Create Surplus Request". The "Create Surplus Request" button is circled in red, and a red arrow points from the text "Click here" in the paragraph below to this button. Below the buttons, it says "No data found." The bottom section is titled "Completed Property Surplus Request" and also says "No data found."

The above Property Surplus status display is shown. **Click here** to start a new request.

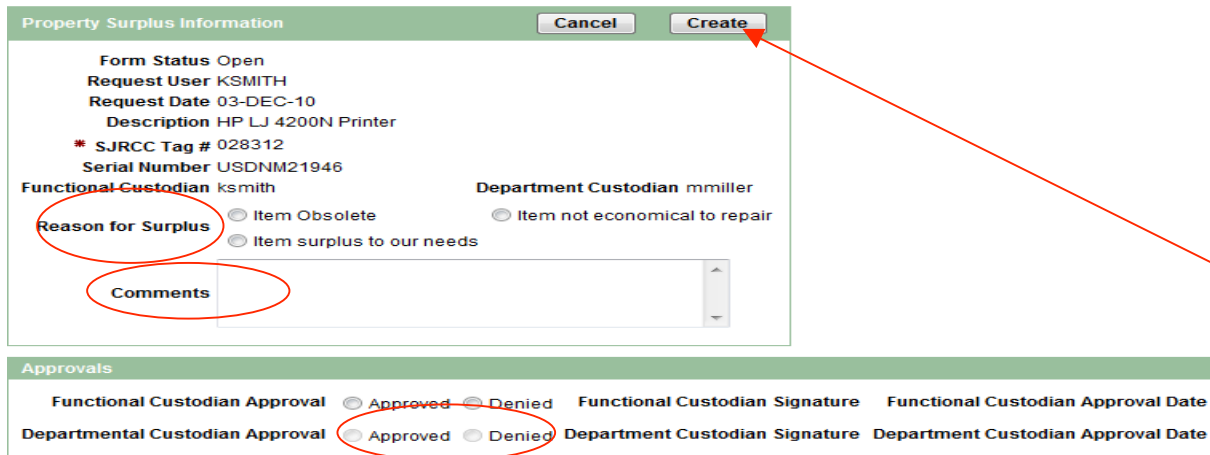
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Request Surplus	SJRCC Tag #	Tracking	Status	Description	Serial Number	Acquisition Date	Functional Custodian	Department Custodian	Campus	Building	Room
Surplus Request	026115	Accountable Property	Active	HP LASERJET 4 PRINTER	JPG123519	17-JUN-94	ksmith	mmiller	Palatka	-	Palatka T2011
Surplus Request	027817	Accountable Property	Active	LASERJET 4100 TN Printer	-	22-JUN-01	ksmith	mmiller	Palatka	B	Palatka B004

The above listing is displayed providing you the option to identify and select the item you are requesting to declare as surplus. Once you identify the line item, and then **click on "Surplus Request"**.



Property Surplus Information Cancel Create

Form Status Open
Request User KSMITH
Request Date 03-DEC-10
Description HP LJ 4200N Printer
* SJRCC Tag # 028312
Serial Number USDNM21946
Functional Custodian ksmith
Department Custodian mmiller

Reason for Surplus
 Item Obsolete
 Item surplus to our needs
 Item not economical to repair

Comments

Approvals

Functional Custodian Approval Approved Denied Functional Custodian Signature Functional Custodian Approval Date
Departmental Custodian Approval Approved Denied Department Custodian Signature Department Custodian Approval Date

The above is displayed, a Reason for Surplus must be selected, complete comments as needed, and make an approval selection; then **click here** to initiate the request.


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Action Processed.

Property Surplus Request In Progress

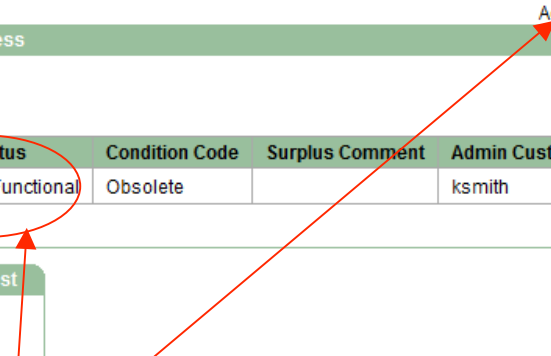
Cancel Create Surplus Request

	Surplus Status	Condition Code	Surplus Comment	Admin Custodian	Dept Custodian	Request Date	Request User	Type Of Tracking
 View Property	Approved - Functional	Obsolete		ksmith	mmiller	03-DEC-10	KSMITH	

1 - 1

Completed Property Surplus Request

No data found.



You will be returned to the Property Surplus Status display. It will reflect that the Action was process and display it as a new item in progress with the present approval status. You can return to the Status display at any time to identify the status of your request. Once an item is

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The Annual Inventory option under the Property Control Forms is used during the annual inventory. This will be initiated by the College Property Manager and will be accompanied with directions. To start the process, [click here](#).

Property Control Forms

- Off-Campus Use of Property
- Request Property Transfer
- Property Surplus Request
- Annual Inventory**
- Missing, Damaged, or Stolen Property

The **Review Status** identifies at what stage each item is in the inventory. Initialized means the item has not been physically verified and updated. Submitted means the item has been updated and verified by the custodian. Validated identifies the Property Manager has reviewed and approved the verification resulting in an updated property record. To verify and update a line item's property record, [click here](#).

Property Review Transactions In Progress

Cancel

	Type Of Review	Review Status	SJRCC Tag	Serial Number	Item Description	Functional Custodian	Dept Custodian	Campus	Building	Room	Condition Code	
	View Property	Annual Inventory	Validated	026115	JDBG123519	HP LASERJET 4 PRINTER	ksmith	mmiller	Palatka		Palatka - T201D	Excellent
	View Property	Annual Inventory	Initialized	027817		LASERJET 4100 TN Printer	ksmith	mmiller	Palatka	B	Palatka - B004	
	View Property	Annual Inventory	Validated	028299	CNGHC34173	HP Color LaserJet 2500N	ksmith	mmiller	Palatka	T	Palatka - T205	Excellent
	View Property	Annual Inventory	Initialized	028312	USDNM21946	HP LJ 4200N Printer	ksmith	mmiller	Orange Park	L	Orange Park - L111	
	View Property	Annual Inventory	Initialized	028313	USGNM02333	Hewlett Packard LaserJet 4200n	ksmith	mmiller	Orange Park	L	Orange Park - L111	
	View Property	Annual Inventory	Initialized	028315	09PRW931	OptiPlex GX270 Computer	ksmith	mmiller	St Augustine	L	Palatka - T108	

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Property Review

Type Of Review Annual Inventory
Review Status Initialized
Property ID # 028315
Serial Number 09PRW931
Campus St Augustine
Building L
Room Palatka - T108

Condition Code Excellent Good
 Poor

Inventory Findings Found with no discrepancies Found but Serial Number incorrect; see comments
 Found but Location incorrect; see comments Found but Custodian incorrect
 Not Found; see comments; will continue to search

Approval

Functional Custodian ksmith Confirm

Functional Custodian Comments

Functional Custodian Signature
Functional Custodian Signature Date

Department Custodian mmiller Confirm

Department Custodian Comments
Verification Signature
Verification Signature Date

The above screen is displayed. The condition code and inventory findings must be selected. With the exception of "Found with no discrepancies", all remaining inventory findings will drill down into further forms to provide the correct information. Please select as appropriate.

St Johns River State College

STANDARD OPERATING PROCEDURES

Data Loaded

Property Review Cancel

Type Of Review Annual Inventory
Review Status Initialized
Property ID # 028315
Serial Number 09PRW931
Campus St Augustine
Building L
Room Palatka - T108

Condition Code Excellent Good
 Poor

Inventory Findings Found with no discrepancies Found but Serial Number incorrect; see comments
 Found but Location incorrect; see comments Found but Custodian incorrect
 Not Found; see comments; will continue to search

Change to Campus
Change to Building
Change to Room

Approval

Functional Custodian ksmith Confirm

Functional Custodian Comments

Functional Custodian Signature
Functional Custodian Signature Date

Department Custodian mmiller Confirm

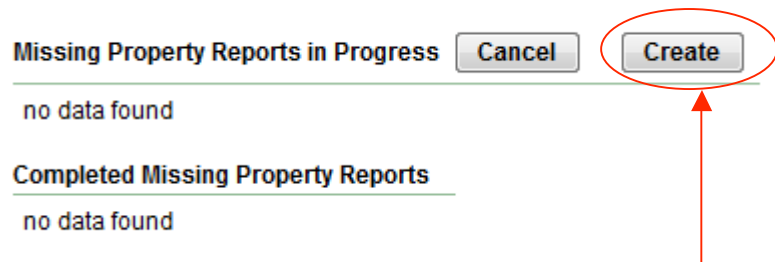
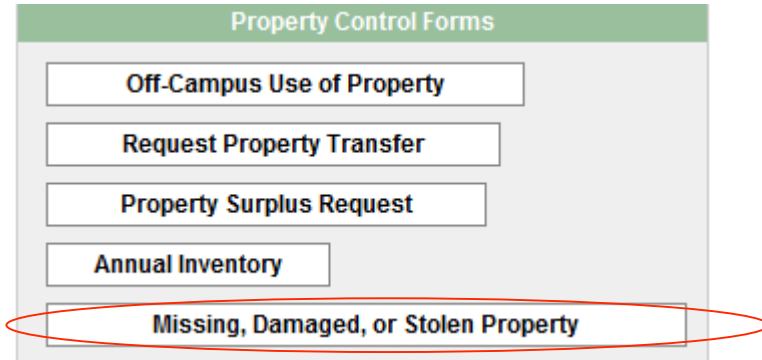
Department Custodian Comments
Verification Signature
Verification Signature Date

Above is an example for the Inventory Findings of "Found but Location incorrect". Upon this Inventory Findings selection, the "change room" button appears. Click here to identify the present location of the item. The Corrected location will appear in the **Change to area**. The next step is to place a **check in the "Confirm" box** and then **click on "submit form"**.

St Johns River State College

STANDARD OPERATING PROCEDURES

The last form on the Property Control Forms tab is “missing, damaged, or stolen property”. If a property item is damaged or missing then this form should be completed within 24 hours of this determination.



The above Missing Property status display is shown. **Click here** to start a new request.

St Johns River State College

STANDARD OPERATING PROCEDURES

Report Missing	Tracking	Status	Description	Serial Number	Acquisition Date	Functional Custodian	Department Custodian	Campus	Building	Room	Cost	\$
 Report Missing	Accountable Property	Active	HP LASERJET 4 PRINTER	JPBG123519	17-JUN-94	ksmith	mmiller	Palatka	-	Palatka - T201D	1363.46	0
 Report Missing	Accountable Property	Active	LASERJET 4100 TN Printer	-	22-JUN-01	ksmith	mmiller	Palatka	B	Palatka - B004	1545	0
 Report Missing	Accountable Property	Active	HP Color LaserJet 2500N	CNGHC34173	14-JAN-04	ksmith	mmiller	Palatka	T	Palatka - T205	1150	0
 Report Missing	Accountable Property	Active	HP LJ 4200N Printer	USDNM21946	03-DEC-03	ksmith	mmiller	Orange Park	L	Orange Park - L111	1320	0
			Hewlett							Orange		

The above listing is displayed providing you the option to identify and select the item you are reporting as missing. Once you identify the line item, and then **click on "Report Missing"**.

St Johns River State College

STANDARD OPERATING PROCEDURES

Property Information Cancel

Submitted By KSMITH
Date Submitted 03-DEC-10
Form Status Open
Property ID # 028312 Serial Number USDNM21946
Item Description HP LJ 4200N Printer
Campus Orange Park Building L Room Orange Park - L111
Functional Custodian ksmith
Department Custodian mmiller

Property Circumstances

Date of Discovery

Last person in custody of item

Circumstances Regarding Property Missing Stolen Damaged

Comments on How and When regarding the Circumstances

Signatures

Functional Custodian Approval Approved Denied Functional Custodian Signature Functional Custodian Approval Date

Department Custodian Approval Approved Denied Department Custodian Signature Department Custodian Approval Date

Department Custodian Comments/Recommendations

Property Manager Approval Approved Denied Property Manager Signature Property Manager Approval Date

Submit


The above form will be displayed. All the fields of the Property Circumstances block must be completed. Upon completion then select "approved" and **click here** to submit the form for routing and approval.

St Johns River State College

STANDARD OPERATING PROCEDURES

Upon clicking submit, you will be returned to the Missing Property Report status screen. The item submitted will appear under the “in progress” status. The **Request Status** will provide the ongoing status of the request.

Missing Property Reports in Progress

	Request Status	Date Submitted	SJRCC Tag #	Status Type	Category	Description	Serial Number	Date of Discovery
	Approved - Functional	03-DEC-10	028312	Stolen	Laser Printer	HP LJ 4200N Printer	USDNM21946	03-DEC-10

1 - 1

Completed Missing Property Reports

no data found

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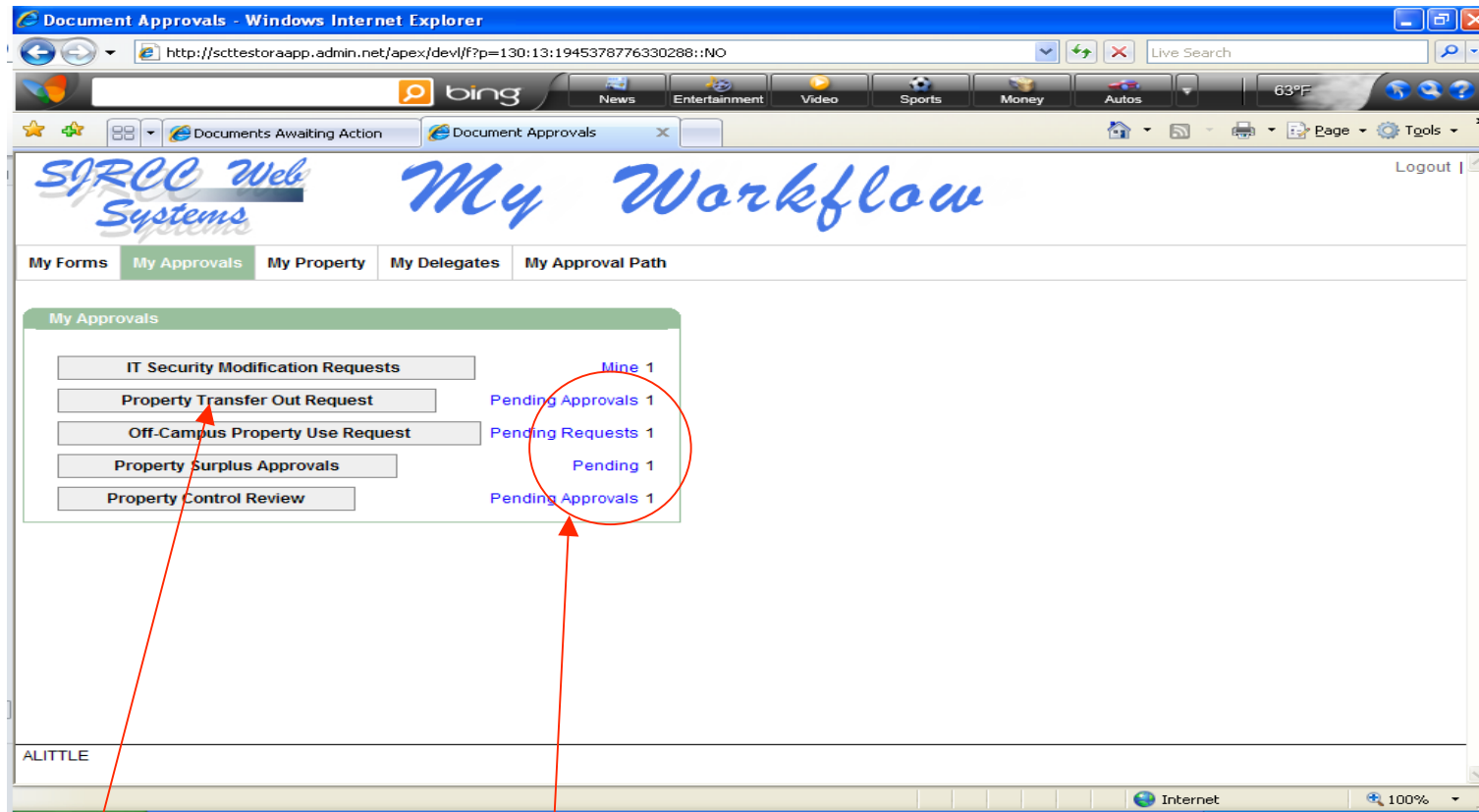
STANDARD OPERATING PROCEDURES



My Approvals tab is used primarily by the Department Property Custodians, who are the Vice Presidents of each department and are responsible/accountable for all property assigned to their department. The My Approvals tab is used to approve any requests that a Department Property Custodian must authorize. Consequently, each Department Property Custodian and Functional Property Custodian should visit this tab on a regular basis in order to keep processing of property actions timely.

St Johns River State College

STANDARD OPERATING PROCEDURES



Upon entry into the My Approvals tab, a listing of pending approvals is shown. The type of request along with how many requests for each type is shown. To enter the request for review and approval, the user should click on the appropriate button in the menu. For example, in this case, **click** on the Property Transfer Out Request.

St Johns River State College

STANDARD OPERATING PROCEDURES

The screenshot shows a web browser window with the URL `http://scttestoraapp.admin.net/apex/dev/f?p=130:12:1945378776330288::NO:12:P12_CALLING_FORM:13`. The page title is "Transfer_Request_Approvals_Dept - Windows Internet Explorer". The browser's address bar shows the URL. The page content includes a header with "SJRCC Web Systems" and "My Workflow". Below the header, there are tabs for "My Forms", "My Approvals", "My Property", "My Delegates", and "My Approval Path". The main content area displays a table titled "Removal of Property Custody" with a "Cancel" button. The table has the following columns: "Property Id", "Request Date", "From Admin Custodian", "To Admin Custodian", "To Dept Custodian", "Requesting User", and "Request Status". The table contains one row with the following data: "View Property", "17-FEB-11", "bolson", "ALITTLE", "alittle", "BOLSON", and "Approved Transfer - Functional". A red circle highlights the "View Property" link in the "Property Id" column. Two red arrows point from the text below to the circled link and the "Request Status" column. The browser's status bar at the bottom shows "Internet" and "100%".

Property Id	Request Date	From Admin Custodian	To Admin Custodian	To Dept Custodian	Requesting User	Request Status
View Property	17-FEB-11	bolson	ALITTLE	alittle	BOLSON	Approved Transfer - Functional

The above form will be displayed. To view the property item and look at its description, **click here**. Once you have reviewed the description of the property item, then to view the pending request, **click here**.

St Johns River State College

STANDARD OPERATING PROCEDURES

The screenshot shows a web browser window with the following content:

- Property Information**
 - Property ID # 029439
 - Requesting User BOLSON
 - Request Date 17-FEB-11
 - Request Status Approved Transfer - Functional
- Property Transfer Information**
 - From Functional Custodian bolson
 - From Department Custodian alittle
 - From Campus
 - From Building
 - From Room Palatka - A016
 - To Functional Custodian ALITTLE
 - To Department Custodian alittle
 - To Campus PA
 - To Building APA
 - To Room A0014
- Transfer Approval**
 - Functional Custodian Approval Signature BOLSON
 - Functional Custodian Approval Date 17-FEB-2011 16:48:07
 - Functional Custodian Approval Status Approved Denied
 - Functional Custodian Comments
 - Department Custodian Approval Signature
- Receipt Approval**
 - Functional Custodian Approval Signature
 - Functional Custodian Approval Date
 - Functional Custodian Approval Status Approved Denied
 - Functional Custodian Comments
 - Department Custodian Approval Signature

The above screen is displayed illustrating the Property Transfer request. The Department Property Custodian will only see a Property Transfer request if it involves an item being transferred to a new custodian and location. The **Property Transfer Information block** indicates the proposed transfer information.

St Johns River State College

STANDARD OPERATING PROCEDURES

Form on INV_REQUEST_TRANSFER - Windows Internet Explorer

http://scteststoraapp.admin.net/apex/dev/f?p=130:54:1945378776330288::NO:54:P54_TRAN_REQ_ID,P54_CALLING_FOR

From Campus
From Building
From Room Palatka - A016

To Functional Custodian ALITTLE
To Department Custodian alittle
To Campus PA
To Building APA
To Room A0014

Transfer Approval

Functional Custodian Approval Signature BOLSON
Functional Custodian Approval Date 17-FEB-2011 16:48:07
Functional Custodian Approval Status Approved Denied
Functional Custodian Comments
Department Custodian Approval Signature
Department Custodian Approval Date
Department Custodian Approval Status Approved Denied
Department Custodian Comments

Receipt Approval

Functional Custodian Approval Signature
Functional Custodian Approval Date
Functional Custodian Approval Status Approved Denied
Functional Custodian Comments
Department Custodian Approval Signature
Department Custodian Approval Date
Department Custodian Approval Status Approved Denied
Department Custodian Comments

Submit

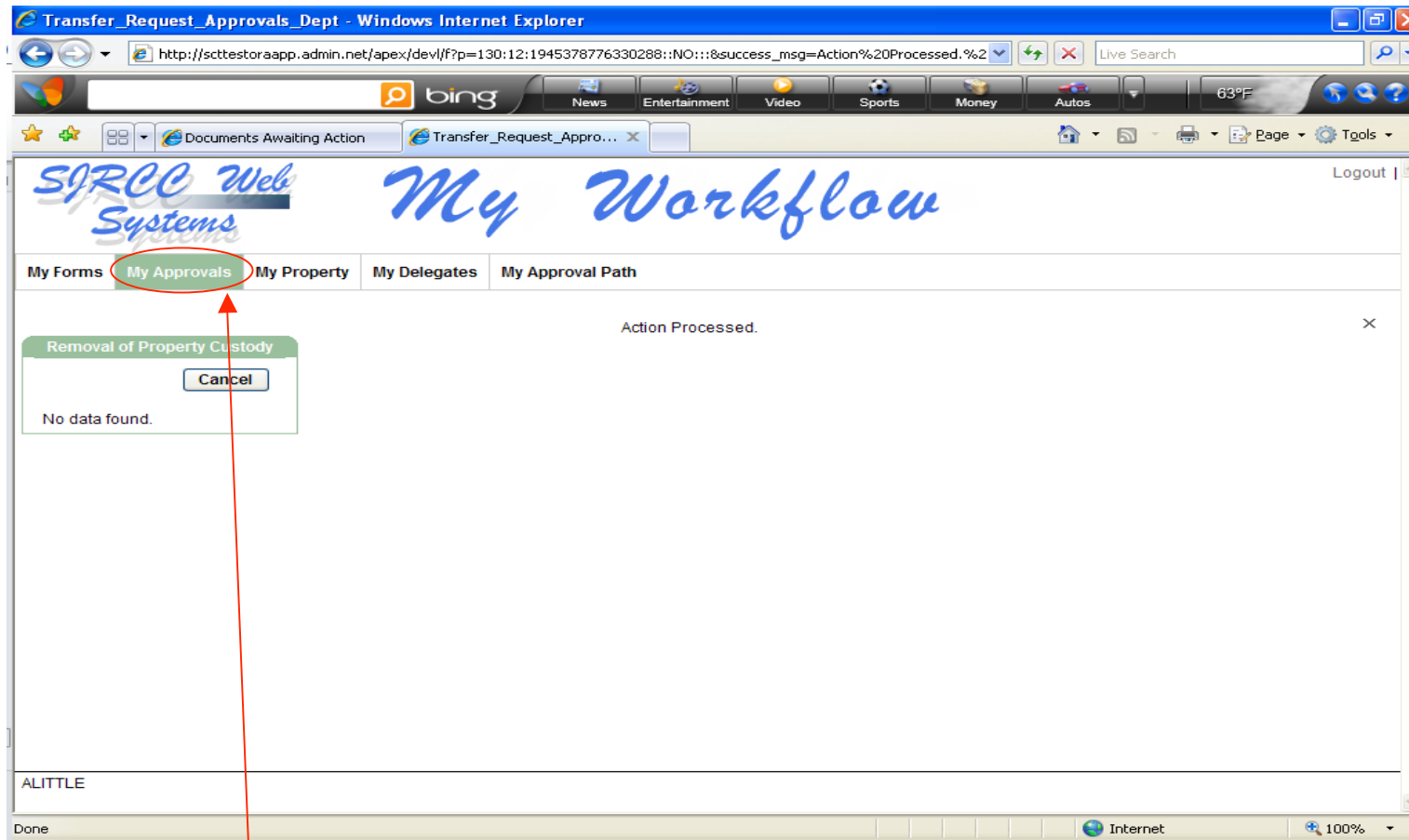
ALITTLE

Done Internet 100%

After review, the Department Custodian shall indicate their decision in the Transfer Approval area. Once ***“approved” or “denied”*** is selected, the final step is ***to click on submit***, which forwards it to the next step in the process.

St Johns River State College

STANDARD OPERATING PROCEDURES



Once submitted, the above screen will be displayed indicating the action processed and returning to the screen to illustrate if any further requests pend. In this case, no other requests are pending for transfer of property. To return to "My Approvals" to view other types of pending requests, ***click here***.