**Add a Fixed Asset (FD) Disposal (Retirement)**

The following instructions will provide the minimum requirements for disposing (retiring) a fixed asset record for a vehicle.

**NOTE:** For Spending Units exempt from Surplus Property, please make sure that your wvOASIS Security for FD’s is at a 3 Level Approval and not a 5 Level Approval in the Workflow of the document.

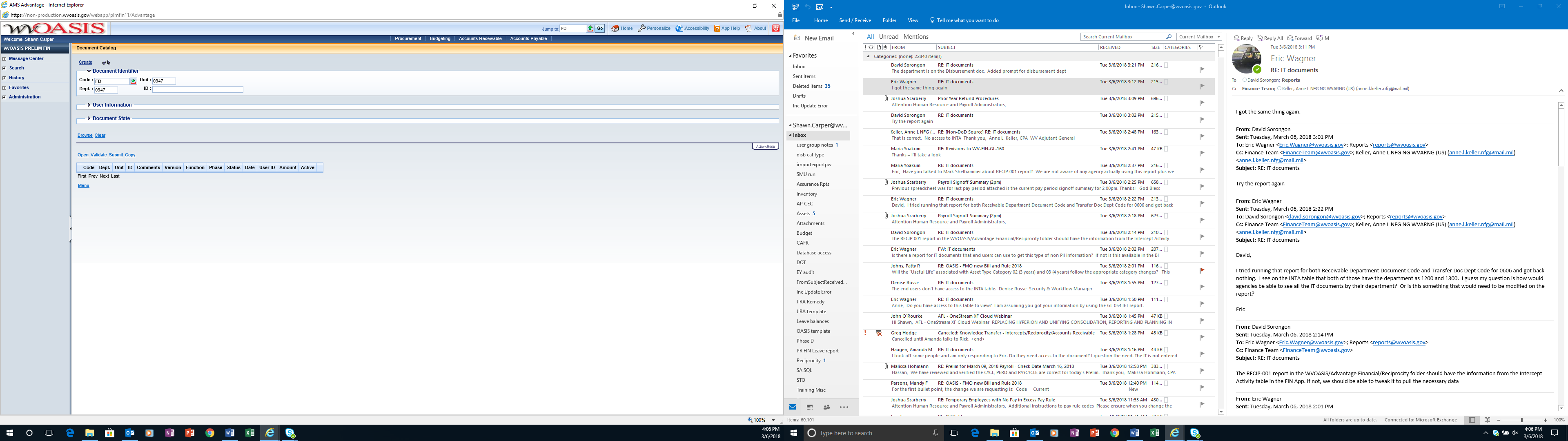
Navigate to the Document Catalog and create a FD document <OR> JUMP TO = FD

Type the code: FD

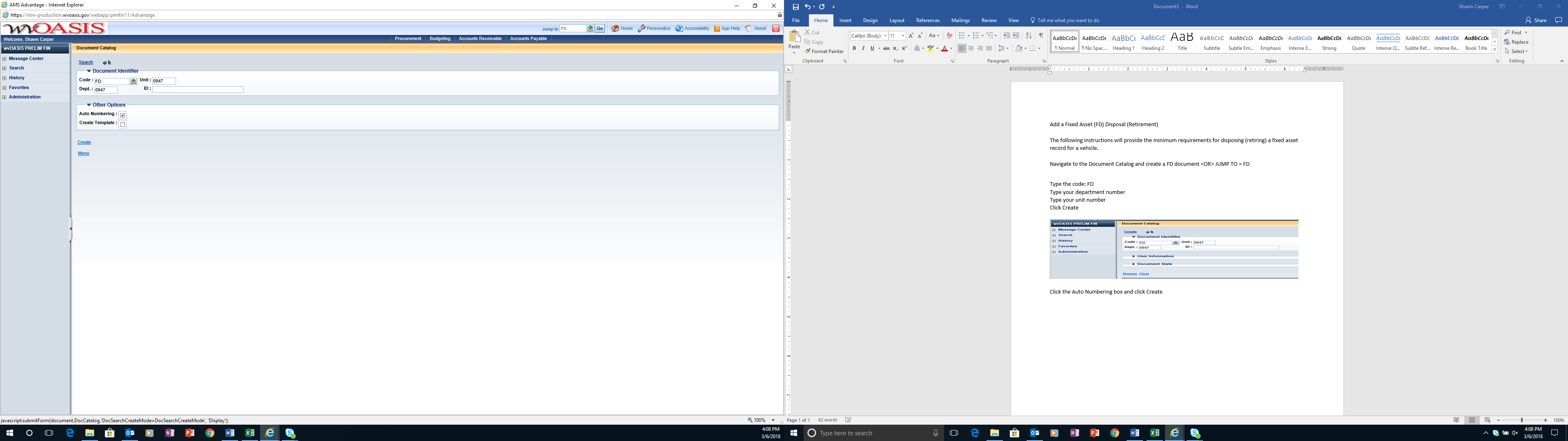
Type your department number

Type your unit number

Click Create



Click the Auto Numbering box and click Create

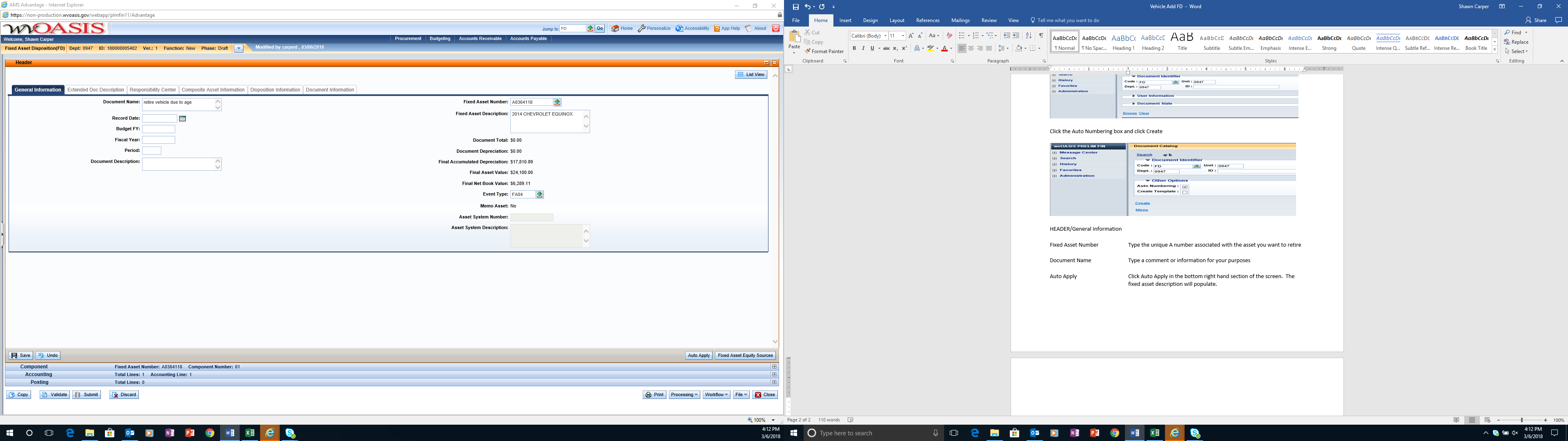


**HEADER/General Information**

Fixed Asset Number Type the unique A number associated with the asset you want to retire

Document Name Type a comment or information for your purposes

Auto Apply Click Auto Apply in the bottom right hand section of the screen. The fixed asset description will populate.



Click SAVE

**HEADER/Disposition Information Tab**

Disposition Date Type the date of the disposition (retirement) of this vehicle

Disposition Method Select the appropriate disposition method:

DTSP = Deliver to Surplus

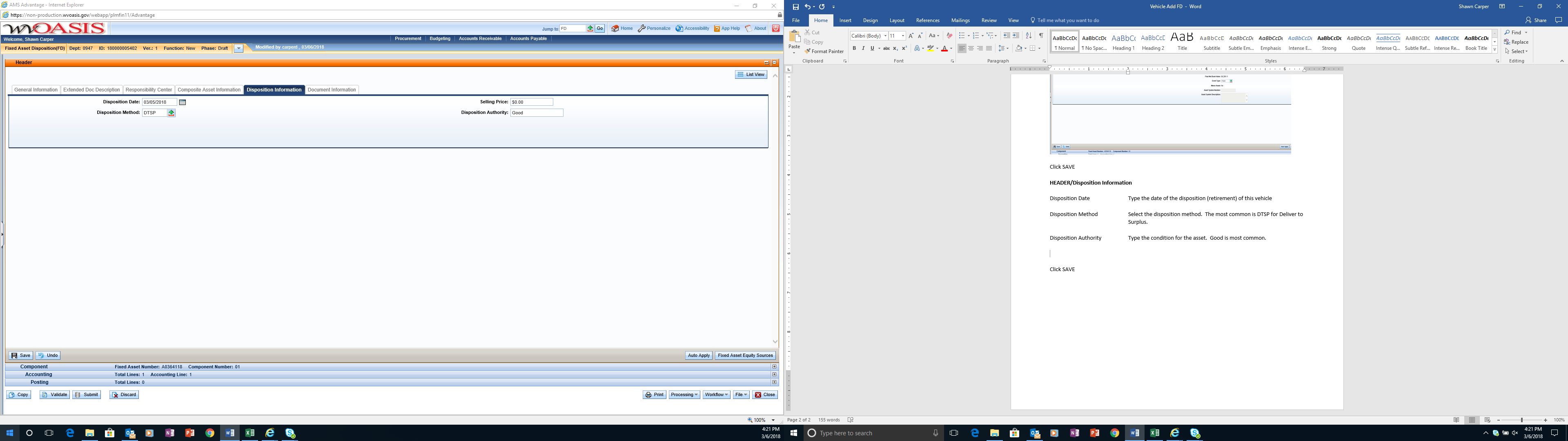
ONST = Sell On-Site

DEST = Destroyed

LOST = Lost

Disposition Authority Type the condition for the asset. Fair is suggested.

**NOTE:** For Spending Units that are exempt from Surplus Property, please attach Bill of Sale and/or Executed Title to the Header. If you are claiming an asset as LOST, please attach a signed, dated letter explaining everything you did to try and find the asset (physical inventory, talked to the custodian, etc.). This letter should be signed by a Director or equal of the Spending Unit. Address the letter TO WHOM IT MAY CONCERN at Fleet Management Division.



Fair

Click SAVE

Click VALIDATE

If no errors exist, you can click SUBMIT and the FD document can be approved.