## Add a Fixed Asset (FD) Disposition (Retirement)

The following instructions will provide the minimum requirements for 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

WVOASIS PRELIM FIN	Document Catalog			
Message Center	Create 🔿 🔈			
Search	▼ Document Identifier			
History	Code : FD Unit : 0947			
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Click the Auto Numbering box and click Create

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	Menu	

## **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.

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Click SAVE

## **HEADER/Disposition Information Tab**

Disposition DateType the date of the disposition (retirement) of this vehicleDisposition MethodSelect the appropriate disposition method:

	Acquisition/Disposition	Acquisition Disposition Method	Acquisition Disposition Method Short Name
Select	Disposition	CLEA	Cancel Lease
Select	Disposition	DEST	Destroyed
Select	Disposition	DTSP	Deliver to Surp
Select	Disposition	INTS	Internal Sale
Select	Disposition	LOST	Lost
Select	Disposition	ONST	Sell On-site
Select	Disposition	RECY	Recycle
Select	Disposition	RTOT	Retire to OT
Select	Disposition	SCRP	Sell for Scrap
Select	Disposition	SPPK	Surplus Pickup
Select	Disposition	STOL	Stolen
Select	Disposition	TRAD	Trade-In
Select	Disposition	WAST	Dispose as Wast

Disposition Authority

Type the condition for the asset. Fair is suggested for sold/DTSP vehicles.

**NOTE:** For Spending Units that are exempt from Surplus Property, please attach both the Bill of Sale and 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.

/ ID: 180000005402 Ver.: 1 Function: New Phase: Draft	Modified by carperd , 03/06/2018	
c Description Responsibility Center Composite Asset Information	Disposition Information Document Information	
Disposition Date: 03/05/2018		
Disposition Method: DTSP		Disposition Authority: Fair

## Click SAVE Click VALIDATE

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