

Instructions for Marketing & Redistribution Form (FIX001)

**Use this form to document ANY property that you want to dispose of
and subsequently write off your organization's inventory.**

Item Number: Number the asset(s) on the page (i.e. 1, 2, 3...). If you need additional pages, begin with 11 and continue numbering.

Permanent Tag Number: The permanent tag number of the asset.

Asset Description: An accurate description of the asset, including serial number and model number if available.

Present UALR Location Code: The present location of the item where you have the items to be picked up. This is the location where Physical Plant will come to pick up your property.

Physical Plant Item Picked Up: Physical Plant will check the "Yes" box if the item was picked up from the organization. If Physical Plant does not find an item they will check the "No" box. Items not found/picked up will be added back the organization's inventory.

Organization Relinquishing Property: The name of the organization relinquishing the asset(s).

Financial Services: Property Accountant's signature upon receipt of form and transmittal to Physical Plant.

Physical Plant: Physical Plants signature upon receipt of the asset(s).

Document Number: The document number filled in by Physical Plant.

The form should be sent to the Property Accountant who will verify the property and approve the reassignment. Then, the Property Accountant will send the form to Physical Plant for them to collect the property. Once the items have been collected on campus, the Physical Plant personnel responsible for picking up the property will sign the form accepting responsibility for it.

Physical Plant will then deliver the property to the state Marketing & Redistribution Warehouse and will return a signed copy with the **Property Transfer and Surplus Disposal Form Document** to the Property Accountant for disposal from UALR property records.

No disposal of UALR property is permitted without going through this M&R process. We are not allowed to dispose of ANY property without prior permission from the State Office of Procurement - Marketing & Redistribution Division. This procedure is required by Marketing & Redistribution Rules and Regulations as found in Arkansas Code 19-11-242, section (c).