

## Property Transfer Workflow Instructions

**Website:** [myworkflows.semo.edu](http://myworkflows.semo.edu)

Click Login and enter your Southeast key and password

Click on the Facilities Management tab and select Property Transfer Request

**Item Information:** Select the appropriate option button if the item has a Red Property Tag, a White IT Tag, or No Tag. If the item has a tag, enter the tag number and press Tab on your keyboard. The item's information will auto fill. Please check the information for accuracy and select yes or no. If the information is not correct, use the space provided to enter corrections. If the item does not have a tag, enter in as much information as possible to include the item's description and current location.

To enter in additional items, click  and repeat the steps above.

**Disposition of Items:** Select Surplus, EWaste, or Transfer to Another Department. **\*\*Note** - EWaste should be used for desktop computers, laptops, iPads, and iPhones.

If Surplus or EWaste is selected, both the Transferring Information and Receiving Information will auto fill to include the applicable Organization number, Department, and Financial Manager Name and ID. If Transfer to Another Department is selected, enter the appropriate Organization number and press Tab on your keyboard.

Check the form for accuracy and click Send to Financial Manager when finished.

The Property Transfer form will then electronically flow to the appropriate Financial Manager(s) for approval. The requestor will receive email confirmation with a reference number when the Property Transfer Request has been approved.

If the items need to be moved, enter a work order through the Facilities Management's Work Request System. Please indicate the reference number provided by the Property Transfer Form in the Request section of the Work Order.

If you have any questions, please contact Purchasing at extension 2202.