

HOW TO USE THE ASSETS MANAGEMENT HAND RECEIPT FORM

IMPORTANT: USING THIS FORM WILL NOT REPLACE USING THE PEOPLESOFT 9.2 ASSET MANAGEMENT MODULE.

IMPORTANT: This form is to be utilized ONLY in the event that the asset that is to be transferred is NOT listed in the PeopleSoft 9.2 Asset Management Module.

The following are the steps to take to ensure that using the ASSET MANAGEMENT HAND RECEIPT is appropriate.

1. Login to PeopleSoft 9.2
2. Access the **Assets Mgmt & Cap. Expenditures** section from top drop down menu
3. Click on **Search for an Asset** tile
4. Enter Asset Tag Number in appropriate field

Search for an Asset

▼ Asset Search Criteria

Unit UTRGV

Category

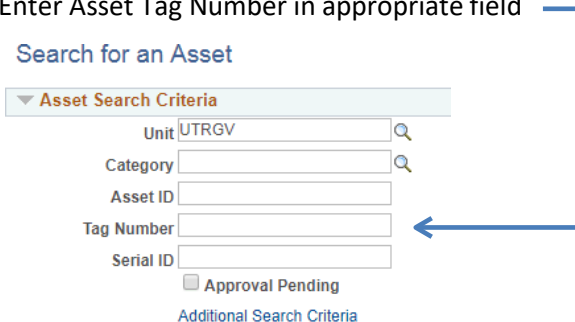
Asset ID

Tag Number

Serial ID

Approval Pending

Additional Search Criteria



5. Click **Search** button
6. If Search results is “No Assets Found” and Serial Number is available, clear Tag Number and enter the Serial number in Serial ID field

Search for an Asset

▼ Asset Search Criteria

Unit UTRGV

Category

Asset ID

Tag Number

Serial ID

Approval Pending

Additional Search Criteria

Acquisition Details



7. Click **Search** button

8. If Search results is “No Assets Found” please enter a percent sign % in front of the serial number in the Serial ID field

Search for an Asset

Asset Search Criteria

Unit

Category

Asset ID

Tag Number

Serial ID

Approval Pending

[Additional Search Criteria](#)

Acquisition Details

9. Click Search button
10. If Asset Information displays
 - a. please verify content displayed
 - b. use the Asset UT Customization tile to initiate the Asset Change Request
11. If Search result continues with “No Assets Found” you can proceed to using the Assets Management Hand Receipt.
12. In ASSET TRANSFER TO section select the appropriate action (new location, new custodian, removal, return, surplus)
13. Enter TODAY’S DATE
14. Enter CURRENT LOCATION (this is where the asset is CURRENTLY located)
15. Enter NEW LOCATION (where is the asset going or changing custodian)
16. In the ASSET INFO section, please enter the following information: UTRGV tag number, serial number, asset description, and if known or available the original PO# (see example below).

UTRGV TAG #	SERIAL NUMBER	ASSET DESCRIPTION & PO # (if known)
74116	00FZW783	Computer Gateway (PO#03-111456)

17. Once the form is completed, please have the Asset Custodian sign the form in the lower left part of the form. This is similar to the Current Custodian’s Approval in PeopleSoft9.2
18. Next, obtain the signature of the Individual Responsible after transfer
 - a. Representative at New Location (if no change in Custodian)
 - b. New Asset Custodian
 - c. Staff member responsible for Off-Campus Use
19. In the case of Transfer Asset To Surplus; indicate asset was NOT found in PeopleSoft Asset Management Module in the comments section of Work Request.
20. Once all data is entered and signatures are obtain, please email a digital scan of the Assets Management Hand Receipt to **FIXED.ASSETS@UTRGV.EDU**
21. Please Keep the Original document for your records.

