Asset Disposition

1. Navigate to the Asset Management > Disposition menu path.
2. Select if you want to designate the assets for disposition. Designate limits the selection of Type Action.

3. Select the type of disposal action you are performing.
   - The Turn-In and Disposal action types process the same. The difference is the Disposal will report Write off amounts to the accounting system and the Turn-in does not.
   - If Inventory Adj (Disposal) is selected, an Inventory Number is required to complete the process.
   - AAR should only be selected to remove an asset that was added in error.
   - Select the Loan Return action type when you want to process a loan return from a contract or contractor.
   - Transfer Out -outside DPAS - is used when transferring an asset to an organization outside Web DPAS. Disposition removes the asset while Transfer keeps the asset within the system. The Shipping Address that you select must be a TD-Disposition Transfer.

4. Enter your search criteria, if desired.
5. Select the Search button.
6. Select the asset(s) you are disposing.
   • Assets with a UII Status Code of Assigned-Recorded-Not tagged (ARN) or Assigned-Not Recorded-Not Tagged (ANN) will be displayed, but not available to select.
   • If you select multiple assets with different stock numbers, you can only generate a **DD Form 1150**. The **DD Form 1348** requires a single stock number for all disposed assets.

7. Select the **Continue** button.

8. If the record is bulk, enter the quantity being disposed in the Disposal Quantity (**Disp Qty**) field.

9. Select the **Continue** button.
10. Enter or browse for the disposal Document Number.
11. Select the condition of the asset.
12. Select the **Fund Cd**.
13. Select the **Ship To Address** browse and select the address where the asset(s) is being shipped. This must be established in the **Address Directory** as a DE-Destination address type.
14. Enter a remark in the mandatory **History Remarks**.
15. Select the **Submit** button.