



# Disposal of Assets



*The Disposal of Assets tip sheet is intended for employees with the necessary finance security roles (i.e. asset accountants).*

## Before Submitting in Workday

Before disposing of assets in Workday, ensure all college-specific procedures and required forms are completed, such as:

## College Specific Considerations

CCC	Annually
CNM	Twice a year (May and October) minimum
LCC	Annually
NNMC	Annually
SFCC	Once a year (end of fiscal year) - Intranet form: Transfer / Disposal / Missing Item
SJC	Monthly (Equipment Usage Disposal Form)

## Disposal of Assets in Workday

Once college-specific procedures are complete, complete the disposal in Workday using one of the following processes:

### Mass Disposal

1. From Workday, select **Menu > Business Asset Operations**.
2. From the **Manage Assets** section, select **Dispose Assets**. The Disposal menu appears.
3. In the **Company** field, select the entity related to the disposal item.
4. **(Optional)** To filter items, select the related **Spend Category**. If this field is left blank, all assets will be displayed.
5. In the **Transaction Effective Date** field, enter the date of disposal.
6. In the **Disposal Type** field, select the appropriate disposal method.
7. In the **Comments** section, add relevant details (i.e. FY2024 Board Disposal Certification).
8. Select **OK**. A list of assets based on the selected criteria appears.
9. Select the items to be disposed of by checking the box next to each item.
10. Select **OK**.

11. Review the combined list of selected assets.
12. If the information is correct, select **Submit** for final approval.

## Single Disposal

Assets can be located by entering the tag number or asset ID in the main search bar, as an alternative to using the Find Assets report.

1. From the **Find Assets** report (Find Assets - CR1116 – CHESS), locate the asset in the **Asset ID** column and select the link.
2. From the **Asset ID**, select the **three dots (ellipsis) > Related Actions > Business Asset > Dispose**. The **Dispose Asset** menu appears.
3. In the **Effective Date** field, enter the disposal date.
4. In the **Disposal Type** field, select the disposal method.
5. **(Optional)** In the **Comments** section, add any relevant details.
6. Under **Asset Disposal Details**, ensure all assets being disposed of are checked.
7. Select **Submit** for final review.

## After Completing in Workday

Once all documentation is complete and finalized:

- Follow college-specific procedures to notify the department responsible for picking up and disposing of the item properly.
- Ensure compliance with college policies for the asset disposal process.