

[Emergency Advance Decals in myAssets]

Use this instruction guide to learn how to obtain emergency advance decals under certain circumstances using myAssets. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF's new online property management system, **myAssets**, at <https://myassets.fa.ufl.edu>

Asset Management issues property decals when the voucher for the asset is posted in myUFL. In certain circumstances, an item has a short window of availability for placing the decal and the asset may not be available after the voucher is posted. Use this feature to request a decal before the voucher is posted to ensure all items are decaled.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Requests section, click the Emergency Advance Decal Request link
 - ▶ Enter all the information in the screen needed included an explanation as to why this is needed

This request is intended for NEW ASSETS ONLY (recently purchased)
that need an emergency decal printed.

Name: Adams,Sherry D
Phone: 392-2556 401
Address: 116 Elmore Hall Radio Road PO BOX 115300

PO Unit: PO #:

Description:

Model: Serial:

Manufacturer: Cost:

Bldg:

Off-Site?

Reason for Duplicate Decal Request

Please note that ALL fields are required.

- ▶ Asset Management will receive the request and print and assign the tag number
 - ▶ You will be contacted the next business day to make arrangements for placement
- ▶ myAssets will display this asset in your departmental assets reports once the decal has been assigned
- ▶ When the voucher is posted, the property record will be created in myUFL using final payment information

- ▶ For further assistance contact the University Asset Management Office at (352) 392-2556.