40.2 Deploy and Maintain Assets

40.2.2 Inter-Unit Asset Transfer

Agency A – Asset Processor

1. Transfer Agreement
2. Initiate Inter-Unit Transfer
3. Submit For Approval
9. Resolve Issues

Agency A – Approver

5. Deny Transfer
4. Review Transfer
6. Approve Transfer

Agency B – Approver

7. Review Transfer
8. Deny Transfer
10. Approve Transfer

Agency B – Asset Processor

11. Asset Established
12. Update Asset Information

Legend:
R3: Review
LI6: Approve Transfer

40.2 Deploy and Maintain Assets

40.2.3 Intra-Unit Asset Transfer

Start

1. Transfer Agreement

Approval Required?

Yes

5. Resolve Issue

No

2. Initiate Workflow

3. Approve Transfer

4. Deny Transfer

Transfer Accepted?

Yes

6. Run Depreciation

R1

7. Initiate Intra-Unit Transfer

40.2.1-5 Add/Update Cost

40.2.1-8 Recategorize Asset

8. Review/Update ChartField Information

Process Parent/Child Transfer?

Yes

9. Run Parent/Child Transfer Process

No

10. Review Update Asset

11. Transfer Complete

End

Agency Asset Processor

Agency Asset Approver
40.2 Deploy and Maintain Assets

40.2.5 Physical Inventory

Agency Asset Processor

1. Set Up Physical Inventory
2. Review Asset Extract
3. Extract Asset Data
4. Perform Physical Inventory in Florida PALM?
   - Yes
   - No
5. Import Asset Extract
6. Perform Physical Inventory
7. Reconcile Physical Inventory Results
   - Yes
   - No
8. Physical Inventory Scan Results
   - Yes
   - No
9. Load Inventory File
10. Review Inventory Data
11. Verify Duplicate Tag/Serial #?
12. Generate Results
13. Generate Transactions
14. Delete Data

End