

KERN COUNTY WORKDAY JOB AID



TITLE: BUSINESS ASSETS – ASSET DISPOSAL



Audience / Role	Business Asset Accountant Business Asset Tracking Specialist Department Asset Tracking Specialist
Description	This job aid provides step-by-step instructions for disposing of an asset that is no longer in service. The process ensures the asset is removed after the depreciation run has been completed.
Before You Start	Before disposing of any asset, your Cost Center must comply with the County's Surplus Process. Assets cannot have a status of Pending Registration, Disposed, or Removed. Capital assets must not be in Registered status when being disposed of in Workday.

1 Prepare the [Workorder – Request for Disposal/Removal from Inventory](#) form (see sample screenshots below).

The form should be completed, signed, and approved before you proceed with the disposal of the asset in Workday.

The form has two different Sections/Categories. Enter the information based on the **Category of the Asset**, as mentioned below:

- **Vehicles** (Asset No., VIN, Description, Cost, Location)
- **Non-Vehicles** (Asset No., Serial Number, Description, Cost, Condition/Justification, Location)

Vehicles

County Asset No.: _____

COUNTY OF KERN WORKORDER
Request for Disposal/Removal from Inventory

Cost Center: _____ Disposal method: _____
If stolen, please submit Sheriff or BPD crime report with request.

ASSET NO.	VIN	DESCRIPTION	COST	LOCATION

Has the Asset(s) Been Sent to Surplus? Y___N___ If Yes, Date Posted _____ If No, Reason: _____
If the Asset is Transferred Only, Stop this Form and Complete the Asset Transfer in Kern360

Initiator Requesting Disposal of Asset:
Signature: _____ Printed Name: _____ Date: _____

Manager Approving of Disposal:
Signature: _____ Printed Name: _____ Date: _____

Information for Auditor-Controller

Date of Disposal: _____ Disposal / Trade-In Value: \$ _____
Vendor Information Company Name: _____

Business Asset Specialist Confirming All Required Documents are Attached to the Asset in Kern360:
Signature: _____ Printed Name: _____ Date: _____

General Services Purchasing (Title Transfer):
Signature: _____ Printed Name: _____ Date: _____

Acceptable Backup:

- Bill of Sale
- Email from Originating Cost Center
- Certificate of Destruction
- Sheriff or BPD Crime Report
- Receipt
- Title Transfer

Once disposal is complete, attach this form with Backup to the Kern360 asset record for Auditor's backup.

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Non-Vehicles

County Asset No.: _____

COUNTY OF KERN WORKORDER
Request for Disposal/Removal from Inventory

Cost Center: _____ Disposal method: _____
If stolen, please submit Sheriff or BPD crime report with request.

ASSET NO.	SERIAL NUMBER	DESCRIPTION	COST	CONDITION/JUSTIFICATION	LOCATION

Has the Asset(s) Been Sent to Surplus? Y ___ N ___ If Yes, Date Posted _____ If No, Reason: _____
If the Asset is Transferred, Stop this Form and Complete the Asset Transfer in Kern360

Initiator Requesting Disposal of Asset:
Signature: _____ Printed Name: _____ Date: _____

ITS Signature (If Memory Removal Required):
Signature: _____ Printed Name: _____ Date: _____

Manager Approving of Disposal:
Signature: _____ Printed Name: _____ Date: _____

Information for Auditor-Controller

Date of Disposal: _____ Disposal Value: \$ _____

Vendor Information Company Name: _____

Business Asset Specialist Confirming All Required Documents are Attached to the Asset in Kern360:
Signature: _____ Printed Name: _____ Date: _____

Acceptable Backup:

• Bill of Sale	• Email from Originating Cost Center	• Certificate of Destruction
• Sheriff or BPD Crime Report	• Receipt	• Title Transfer

Once disposal is complete, attach this form with the Backup to the Kern360 asset record for Auditor's backup.

Obtain written approval from one of the following:

- Manager
- Business Manager
- ASO (Administrative Services Officer)
- Director

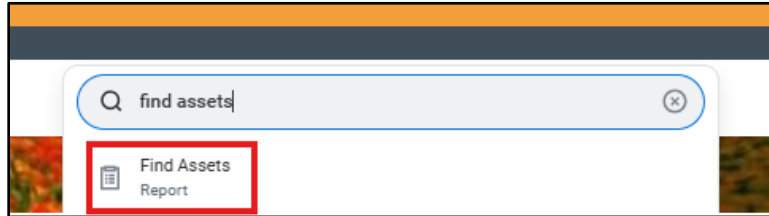
Compile all supporting documentation, must be supplemented by another form of backup, these are the acceptable forms of backup:

- Bill of Sale
- Sheriff or BPD Crime Report
- Email from Originating Cost Center
- Receipt
- Certificate of Destruction
- Title Transfer

2 Prepare the asset for disposal. If the asset contains memory/storage:

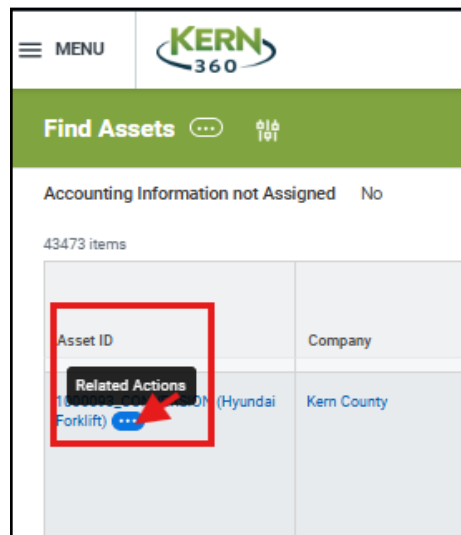
- It must be wiped or removed.
- Contact ITS for assistance.

3 In the Search bar, enter **Find Assets**. In the search results, select the Find Assets report.

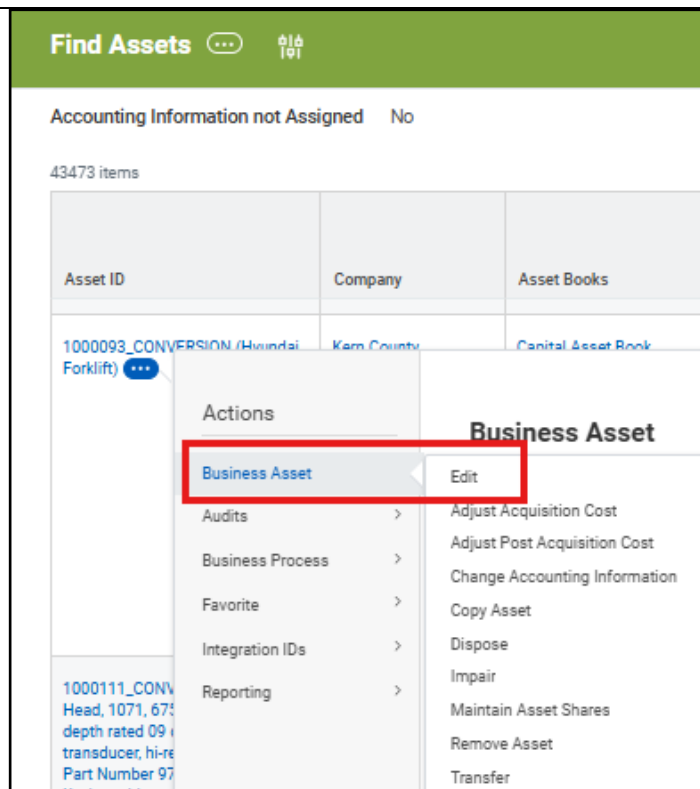


After you click on the above report, you can set the search criteria on the Find Assets Report to find the specific asset to adjust. Select **OK**.

4 The Find Assets report displays a list of assets meeting your search criteria. Within this list, locate the asset you want to dispose. In the **Asset ID** Column, select the **Related Actions (three dots)** for the asset.



From **Actions**, select **Business Asset**, then select **Edit**.



Find Assets ... 101

Accounting Information not Assigned No

43473 items

Asset ID	Company	Asset Books
1000093_CONVERSION/Hyundai Forklift	Kern County	Capital Asset Book

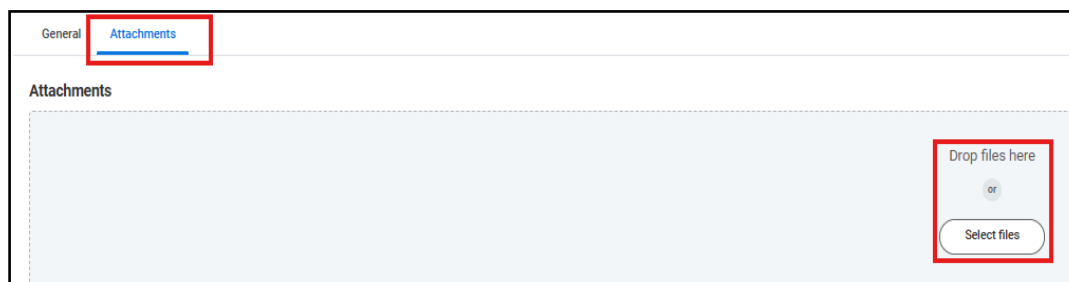
Business Asset

- Audits >
- Business Process >
- Favorite >
- Integration IDs >
- Reporting >

Business Asset

- Adjust Acquisition Cost
- Adjust Post Acquisition Cost
- Change Accounting Information
- Copy Asset
- Dispose
- Impair
- Maintain Asset Shares
- Remove Asset
- Transfer

Under **Attachments**, attach the **Signed and Approved** “Request for Disposal/Removal from Inventory form”



General **Attachments**

Attachments

Drop files here

or

Select files

5 Click **OK** once the form has been attached successfully. **Do not** click “**Done**” on the next page.

General Attachments

Attachments

 Request for Disposal - Form.docx
✓ Successfully Uploaded!

Comment

- 6 From the Edit Asset Page, click on the **Related actions** (three Dots) for the **Asset ID**

Edit Asset

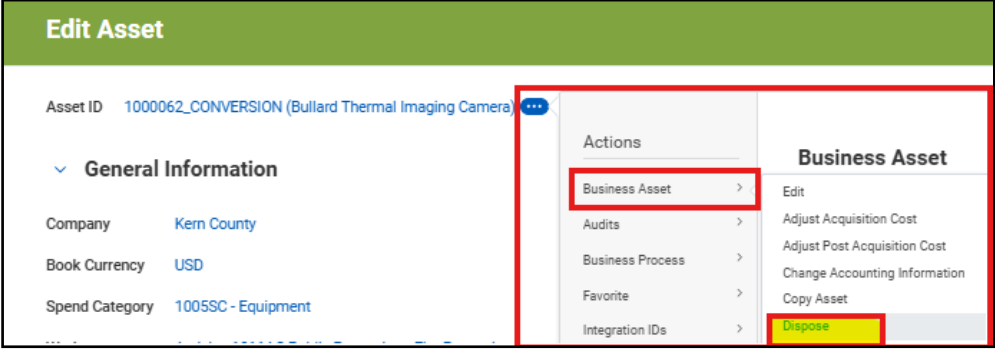
Asset ID	Related Actions	Status
1000062_CONVERSION (Bullard Thermal Imaging Camera)		In Service

General Information

Company: Kern County

Book Currency: USD

Click on **Business Assets** and then **Dispose**.

	
7	Enter the details in the field below: • Transaction Effective Date • Disposal Type • Comments. Provide the explanation for removing the asset. 
8	In the Asset Disposal Details Table, Under Disposal Information, enter the following in the fields, if applicable: • Transaction Effective Date – the date to put the asset out of service. This is a required field • Disposal Type – select the disposal type. This is a required field. • Disposal Fair Market Value – enter the market value of the asset. • Disposal Sale Price – enter the amount the asset was sold for at auction. • Percent to Dispose – defaults to 100%, update if necessary. • Asset Disposal Cost – defaults to the cost. update if necessary. • Comments – provide an explanation for removing the asset.

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Asset Disposal Details: 1 item						
Select	Asset ID	Item and Category	Additional Information	Acquisition Information	Disposal Information	Converted Cost Information
☒	100062_CONVERSION (Bullard Thermal Imaging Camera)	Item Spend Category 10050C - Equipment Issued To	Asset Identifier CONVERSION_807781 Serial Number 34941	Acquisition Date 01/21/2005 Date Placed in Service 01/21/2005	Transaction Effective Date * Disposal Type * Currency USD Disposal Fair Market Value 0.00 Sale Price 0.00 Percent to Dispose 100 Asset Disposal Cost 10,781.00 Comments 	

9 Select **Submit**.

What Happens Next?

- Request goes to the Business Asset Accountant to finalize.
- Moves to the Department Asset Tracking Specialist for final approval.
- Once the accounting has been updated, the asset's status changes to Disposed