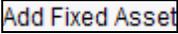


## Disposal through Surplus or Sale Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets</b> link. 
3.	Click the <b>Add Fixed Asset</b> link. 
4.	Click the <b>Asset Master Information</b> link. 
5.	You can find the Asset you want to dispose of by entering the <b>Asset Number</b> or <b>Tag Number</b> in the QBE line.
6.	Click the <b>Find</b> button. 
7.	Choose the desired row that has the asset you wish to dispose by clicking the check box next to it. 
8.	Click the <b>Select</b> button. 
9.	Click in the <b>Status</b> field. 
10.	Click the <b>Visual Assist</b> button. 
11.	Click the <b>PS - PENDING SURPLUS</b> option. 
12.	Click the <b>Select</b> button. 
13.	Click the <b>Additional Info</b> tab. 
14.	Click in the <b>SPN Number</b> field. 

Step	Action
15.	Enter the SPN Number in the <b>SPN Number</b> field.  <b>Note:</b> SPN (Surplus Property Notification) Number is 10 digits, using this format – AADDYYSSSS.  AA – Agency number DD – Division number YY – last two digits of the calendar year SSSS – sequential number assigned by the agency
16.	Click the <b>OK</b> button. 
17.	Review date and time, change if required. (should be today's date).
18.	Click the <b>OK</b> button. 
19.	Click the <b>Cancel</b> button. 
20.	Click the <b>Close</b> button. 
21.	You have successfully completed this lesson. <b>End of Procedure.</b>