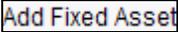


Disposal through Trade-in Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Fixed Assets link. 
3.	Click the Add Fixed Asset link. 
4.	Click the Asset Master Information link. 
5.	You can find the Asset you want to dispose of by entering the Asset Number or Tag Number in the QBE line.
6.	Click the Find 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 Select button. 
9.	Click in the Status field. 
10.	Click the Status button. 
11.	Click the PT - PENDING TRADE option. 
12.	Click the Select button. 
13.	Click the Additional Info tab. 
14.	Click in the SPN Number field. 

Step	Action
15.	Enter the SPN Number in the SPN Number field. Note: 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 OK button. 
17.	Review date and time, change if required. (should be today's date).
18.	Click the OK button. 
19.	Click the Cancel button. 
20.	Click the Close button. 
21.	You have successfully completed this lesson. End of Procedure.