Workday - Campus Asset Transfer Request

Create the Asset Transfer request:

Enter Create Request in the search box or select the Requests worklet:

Select Create Request button

Request Type = Asset Transfer
Describe the Request – provide a summary statement about the request

ISU Asset Identifier Number – provide the Asset Identifier (tag #) of the Asset to be transferred

Cost Center – if transferring from one Cost Center to another, provide the current cost center and the new cost center the asset is being transferred. This request may require additional approvals.

Location – if transferring from one Location to another, provide the Building and Room Number the asset is to be transferred

Name/NETID – if transferring from one person to another, provide the Name and NETID of the person to whom the asset is to be transferred

Submit – Close Request will appear in the Asset Accountants’ Inbox to enter the Asset Request in Workday
Once the Asset Accountant has transferred the Asset, the following notification will be sent:

A notification (accessed by the Bell icon) is sent to the Requester indicating the Transfer has been done in Workday.