

# Workday - Campus Asset Transfer Request

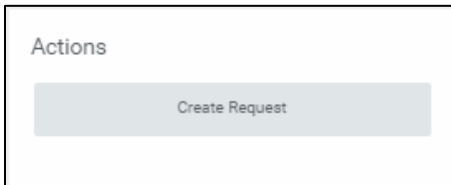
## Create the Asset Transfer request:

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

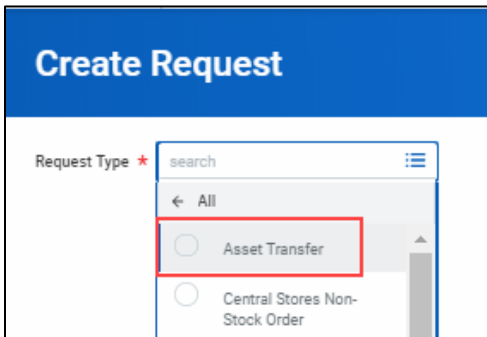


Requests

## 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

← Asset Transfer

Request for an Asset to be transferred from one Location or Person to another.

Describe the Request \*

Provide the below information to request an Asset be transferred from one Location or Person to another or to a new Cost Center.

When the Transfer is to another Cost Center - provide the OLD and NEW Cost Center.  
When the Transfer is to another Person - provide the Name and NETID  
When the Transfer is to another Location - provide the Building and Room Number.

Provide the ISU Asset Identifier Number (Required)

Provide the current cost center and new cost center for the asset being transferred.  
This request is pending the approval of both the sending and receiving cost centers.

Provide the Location (Building and Room) where the asset is to be transferred.

Provide the Name and NETID of the Person where the asset is to be transferred.

Submit Save for Later Cancel

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

On behalf of: Lana Jarvis

IOWA STATE UNIVERSITY create request

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### Notifications

Viewing: All Sort By: Newest From Last 30 Days

**Request Process : Asset Transfer : Lana Jarvis**  
Asset Transfer Request  
8 second(s) ago

**Document Available**  
Excel 2018-09-27 14\_03 CDT.xlsx is now available in My Reports  
5 day(s) ago

### Request Process : Asset Transfer : Lana Jarvis

8 second(s) ago

The Asset transfer you requested has been completed with the following Resolution: Done ... For the following reason: [not available]

Details [Request Process : Asset Transfer : Lana Jarvis](#)