Asset Change Request (ACR) to Surplus: Approver Workflow Process

Job Aid
Asset Change Request (ACR) Approval Paths to Surplus

Depending on the “Asset Class” and “ProjectID” details, approval for the ACR to Surplus may route per the following:

1. Grant/RSC Approvers:
   - Assets for grant funded or sponsored projects, **must** be cleared through the RSC
     - Principal Investigator (PI): If UTSSP
     - Project Manager (PM): If UTSPF

2. Drone/Unmanned Aerial Vehicle:
   - Federal Aviation Administration (FAA) requires clearance by the UTSA Risk and Life Safety approvers
Asset Change Request (ACR) Approval Paths to Surplus (cont’d)

3. Lab Safety & Compliance (ORIC):
   - Lab or medical equipment (Asset Classes 5XX), **must** be inspected and cleared through ORIC

4. UTSA Fleet Manager Approvers:
   - Vehicles (Asset Classes 7XX) **must** be cleared in the UT System Fleet Management System

Let’s review each in more detail.
ACR Approval Path
Grant/RSC

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**Grant/RSC Approvers:** Assets for grant funded or sponsored projects, **must** be cleared through the RSC.

- **Principal Investigator (PI):** If **UTSSP**
- **Project Manager (PM):** If **UTSPF**
ACR Approval Path
Drone/Unmanned Aerial Vehicle

Example of a pending approval:

Example of a denied approval:
Lab Safety & Compliance (ORIC): Lab or medical equipment (Asset Classes 5XX), must be inspected and cleared through ORIC.

- Example of a pending approval:

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Asset Transfer Approval-UTSA1
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- Example of a pending approval:

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Asset Transfer Approval-UTSA1
```
ACR Approval Path

UTSA Fleet Manager

UTSA Fleet Manager Approvers: Vehicles (Asset Classes 7XX) must be cleared in the UT System Fleet Management System.

Example of an approval:

Example of a denied approval:
ACR Final Approval

The final approval is completed by the Surplus Property Department:

- **Pending**
  - ACR status will remain as PENDING until all departments in the approval workflow approve the transfer

- **Approved**
  - The ACR status will update to APPROVED once Surplus Property has picked up the asset and approved the transfer
  - Surplus Property will not pick up or approve the transfer until all approver levels have approved the transfer
  - ICPs should navigate to the “Basic Add” screen to verify the asset details have been updated

- **Denied (terminated)**
  - Transfers may be denied at any approver level
  - Denied transfers will be returned to requestor