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):**

   o Lab or medical equipment (Asset Classes 5XX), **must** be inspected and cleared through ORIC
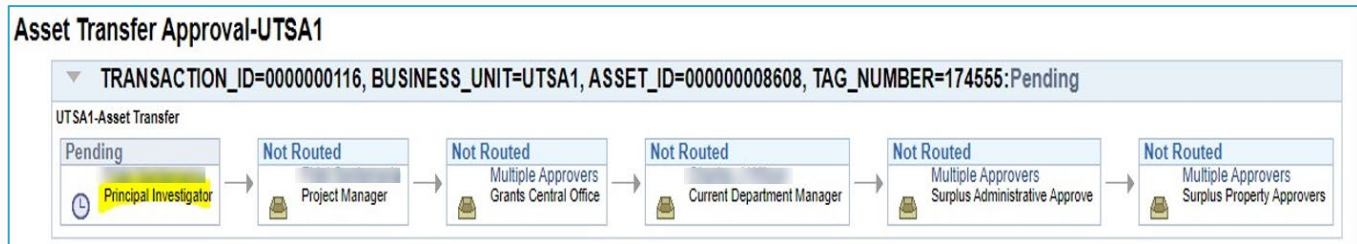
4. **UTSA Fleet Manager Approvers:**

   o Vehicles (Asset Classes 7XX) **must** be cleared in the UT System Fleet Management System
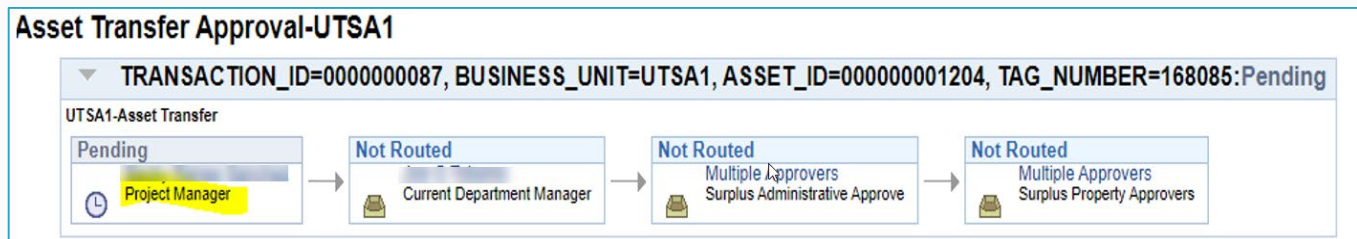
Let's review each in more detail.

ACR Approval Path Grant/RSC

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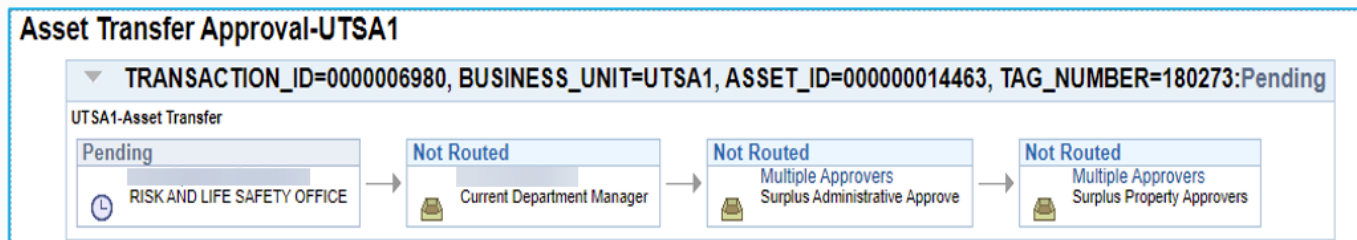
- Principal Investigator (PI): If **UTSSP**
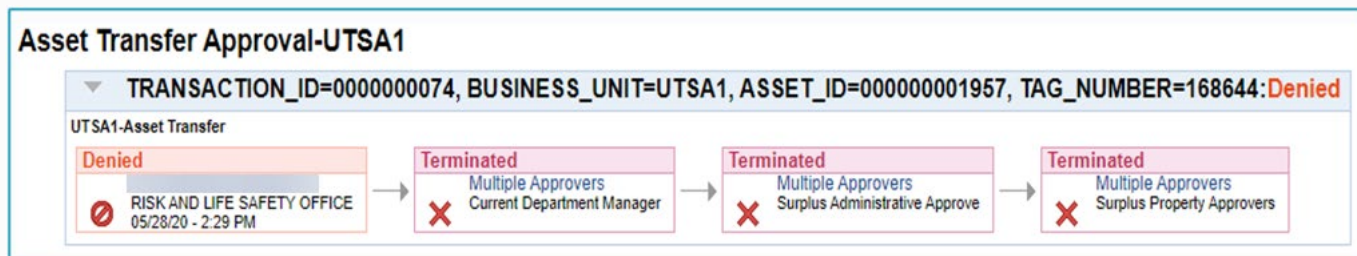

- Project Manager (PM): If **UTSPF**

ACR Approval Path Drone/Unmanned Aerial Vehicle

2 **Drone/Unmanned Aerial Vehicle:** Federal Aviation Administration (FAA) requires clearance by the UTSA Risk and Life Safety approvers.
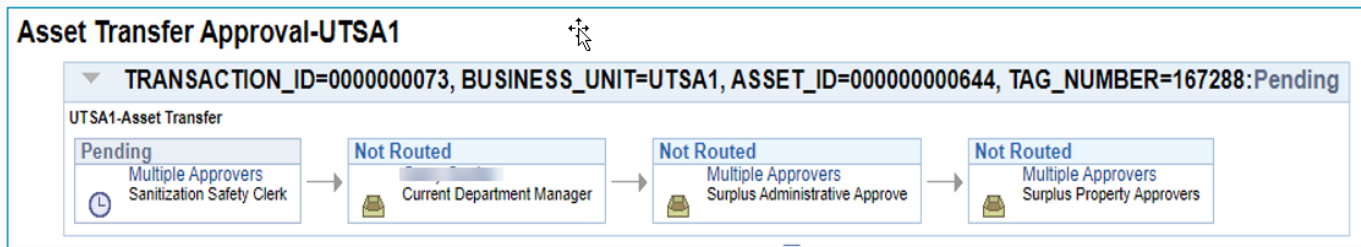
- Example of a pending approval:
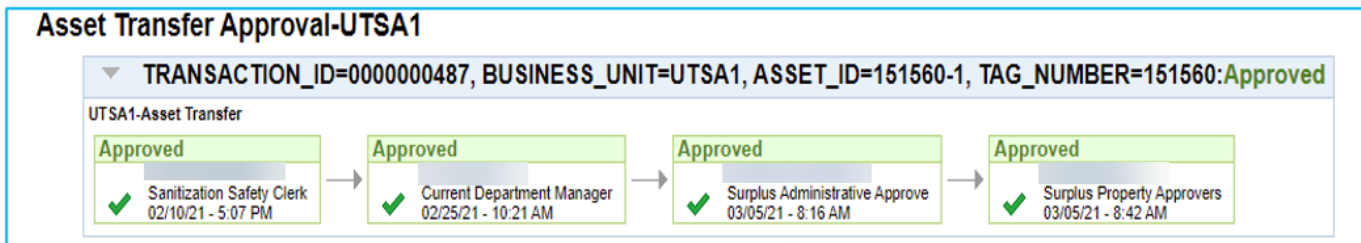

- Example of a denied approval:

ACR Approval Path
Lab Safety & Compliance (ORIC)

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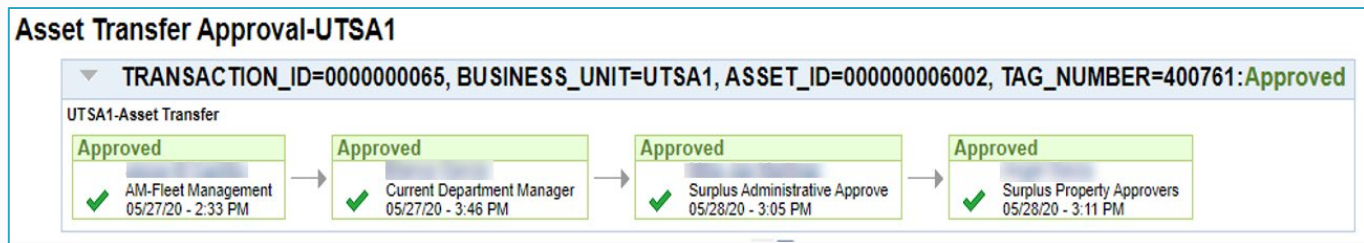
- Example of a pending approval:
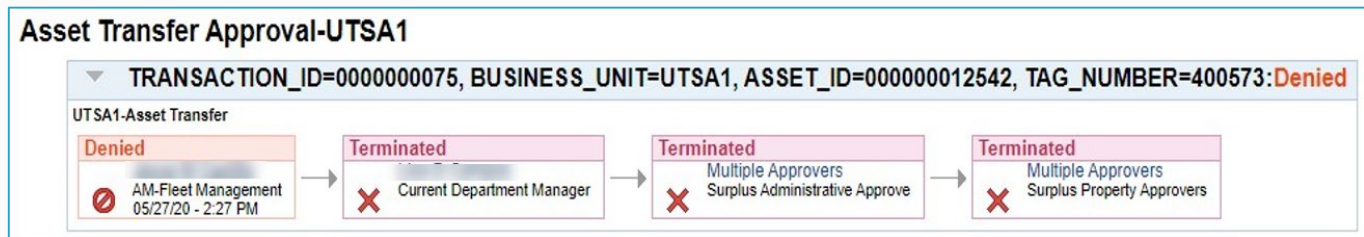

- Example of a pending approval:

ACR Approval Path
UTSA Fleet Manager

4 **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