

Log in to Requisitions On the Web

Choose "[Maintain Fixed Assets Master](#)"

Under "[Search By](#)" key in the 6 digit Bar Code Number in the field next to [Bar Code](#): and select Search

A list will populate, select the Red Fixed Asset number you would like to request Disposal on.

At the bottom of the page, there is a [Comment](#): box. Type in **DISPOSAL REQUESTED**. Please be sure it is in all caps and typed correctly. You can copy and paste in the comment box. Select "Save Changes" and follow the instructions for all other items needing Disposal.

When you have finished requesting Disposal you can then run a Query for your records and verification. A query has been set up for you called "Disposal Request XXX" the XXX will be your corresponding school code. Only items that are assigned to your location will appear on your report.