

**DPAS Quick Reference Guide** 

**Real Property - Disposition** 

## **Real Property - Disposition**

- Navigate to the Accounting > Real Property menu path.
- 2. Select **Disposition** from the **Type Action**.
  - No additional fields are required to conduct a search. All fields are available for text entry.
- 3. Select Search.
- With no search criteria multiple rows may be returned. Only one RP Asset can be disposed at a time. Select the **Delete** hyperlink.

earch Criteria Type Action DISPOSITION Instl Nbr **RP SUID** Site Name Land Acq Tract Id Fac Nbr RPUID Search Results Delete RPUID Inst Nbr Fac Nbr Fac Name Land Acq Tract Id Impvs Delete 150 456 2345 No Delete 510264 SZCQ 30157 STORAGE SHED VEH MAIN No Cancel

- 5. Select one of the five options for **Disposition**.
  - Disposal
  - Turn-in
  - Transfer Out Outside DPAS

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- Sales
- AAR Administrative Adjustment
- 6. Select Continue.

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DPAS Call Center 1-844-843-3727

DPAS Website http://dpassupport.golearnportal.org

| Search Criteria              |               |
|------------------------------|---------------|
| *Type Action                 | Disposition 💌 |
| Insti Nbr                    |               |
| RP Site Name                 |               |
| RPSUID                       |               |
| Fac Nbr/Land Acq<br>Tract ld |               |
| RPUID                        |               |
|                              | Search Reset  |
|                              |               |