



# Real Property - Disposition

1. 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**.

4. With no search criteria multiple rows may be returned. Only one RP Asset can be disposed at a time. Select the **Delete** hyperlink.

Search Criteria						
Type Action	DISPOSITION		Instl Nbr			
Site Name			RPSUID			
Fac Nbr			Land Acq Tract Id			
RPUID						

  

Search Results						
Delete	RPUID	Instl Nbr	Fac Nbr	Fac Name	Land Acq Tract Id	Impvs
<a href="#">Delete</a>	150	456	2345			No
<a href="#">Delete</a>	510264	SZCQ	30157	STORAGE SHED VEH MAIN		No

5. Select one of the five options for **Disposition**.
  - Disposal
  - Turn-in
  - Transfer Out – Outside DPAS
  - Sales
  - AAR – Administrative Adjustment

6. Select **Continue**.

