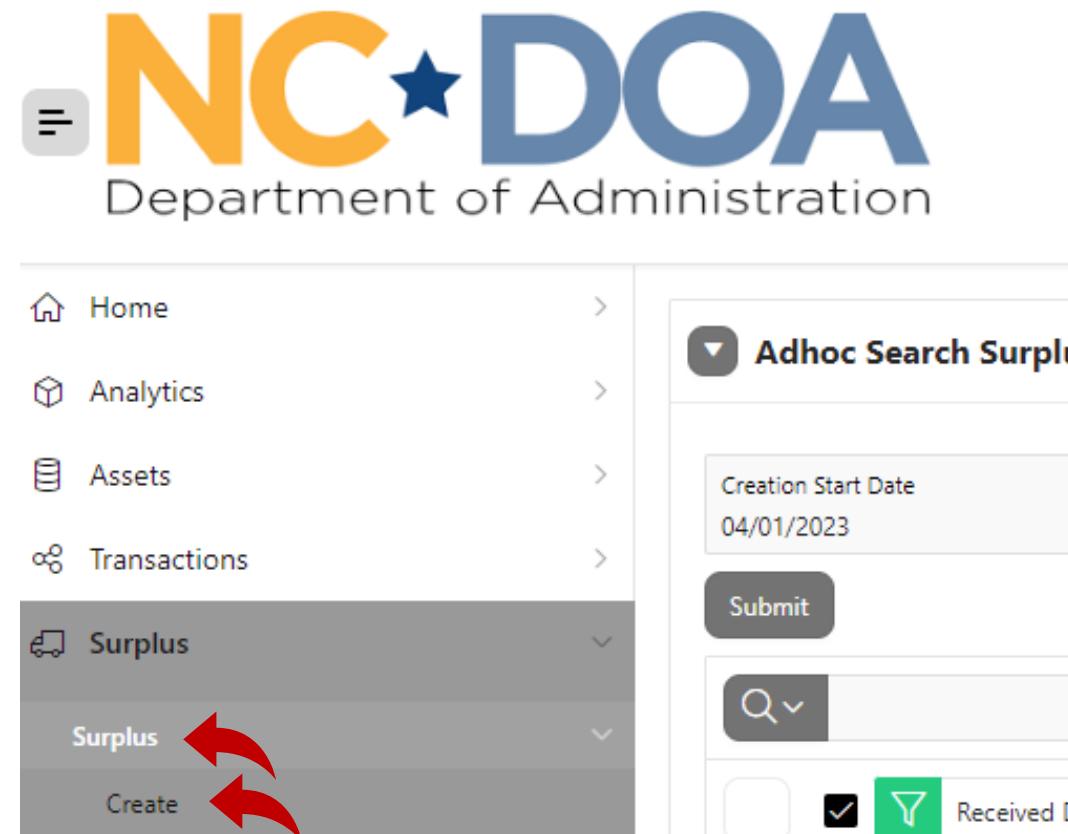


How to Create an LE (Law Enforcement) Retirement Entry in AssetWorks



Law Enforcement Retirement sales are for agencies that allow retiring LE Officers to purchase their weapon, or an LE Officer to purchase their retired canine.

From the Home screen in AssetWorks, **click on Surplus, then Create.**



Under Surplus Method, click **LE Retirement** from the drop-down box

NC DOA
Department of Administration

Home >
Analytics >
Assets >
Transactions >
Surplus >
Surplus >
Create
Batch Receive

Create Surplus Transfer

Surplus Method *

- Agency Sale
- LE Retirement** ←
- Promote Only
- Recycle
- Sell On-Site
- Send to Surplus
- Trade-In
- Trash (worthless)

-- Property Location
Building

From Agency: Click on the list icon on the right side of the text box and **select which agency is selling the item.**

From Division: Click on the list icon on the right side of the text box and **select which division is selling the item.**

Budget Code: This comes from your fiscal office and determines where the funds from the sale are directed. If you are with a school or municipality that doesn't have a budget code, you may enter zeros.

Recycling Contractor: Leave blank.

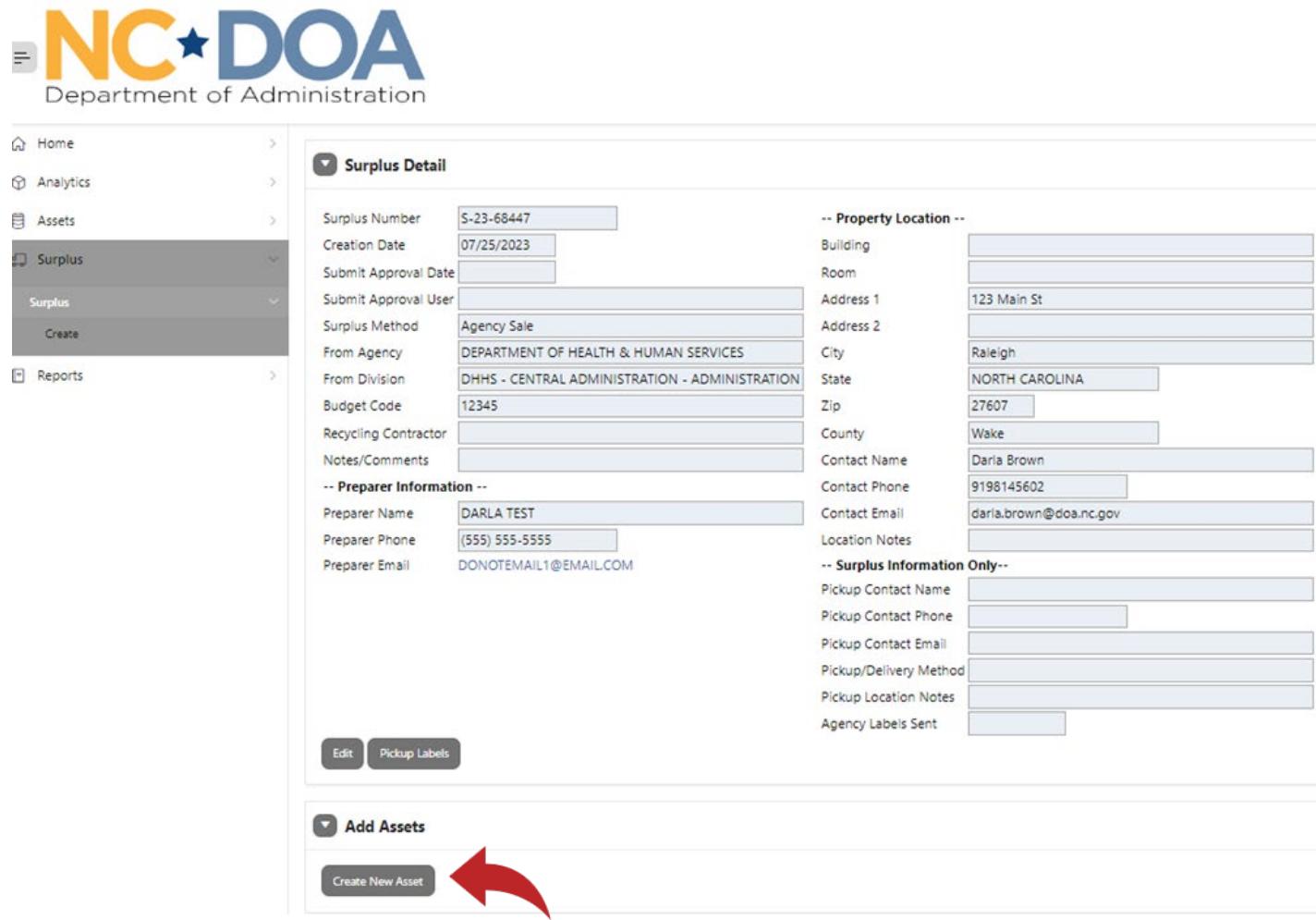
Notes/Comments: Leave blank.

Property Location: Enter the location where the item is located and the **Contact name, phone number, and email of the custodian** of this item (the person who can answer questions).

Read through the **Hazardous Materials and Sensitive Data** information and click on the box that you **agree to the terms and conditions.**

Click **Create**

Under Add Assets, click Create New Asset



The screenshot shows the NC DOA Surplus Detail form. The left sidebar has a 'Create' button highlighted in grey. The main form has several sections: Surplus Detail, Property Location, Preparer Information, and Surplus Information Only. A red arrow points to the 'Create New Asset' button at the bottom of the 'Add Assets' section.

Surplus Detail

Surplus Number	S-23-68447
Creation Date	07/25/2023
Submit Approval Date	
Submit Approval User	
Surplus Method	Agency Sale
From Agency	DEPARTMENT OF HEALTH & HUMAN SERVICES
From Division	DHHS - CENTRAL ADMINISTRATION - ADMINISTRATION
Budget Code	12345
Recycling Contractor	
Notes/Comments	

-- Preparer Information --

Preparer Name	DARLA TEST
Preparer Phone	(555) 555-5555
Preparer Email	DONOTEMAIL1@EMAIL.COM

-- Property Location --

Building	
Room	
Address 1	123 Main St
Address 2	
City	Raleigh
State	NORTH CAROLINA
Zip	27607
County	Wake
Contact Name	Daria Brown
Contact Phone	9198145602
Contact Email	daria.brown@doa.nc.gov
Location Notes	

-- Surplus Information Only --

Pickup Contact Name	
Pickup Contact Phone	
Pickup Contact Email	
Pickup/Delivery Method	
Pickup Location Notes	
Agency Labels Sent	

Add Assets

Create New Asset

The Item Number auto populates.

NC Asset Number - Enter the Fixed Asset Number if there is one.

Class: Click the list icon on the right side of the text box and **select the class that matches the item most closely**. You can type “weapon” or “canine” into the Search box to help find the class.

Description: **Create a title for the item** such as “Weapon” or “Canine”.

Additional Description: Enter the retiring officer’s name, address, phone number, and email.

Quantity: **Always 1**

UoM (Unit of Measure): **Always Each**

Minimum Price: Enter the price the item will be sold for.

Summary: Enter the Serial Number, Make, and Model for firearms.

Original Acquisition: Enter the original date of purchase and cost of the item. If you do not know them, enter an estimate and note that it's an estimate in the **Notes** field.

Click [Save & Add Images](#).

Every item must have at least one attachment.

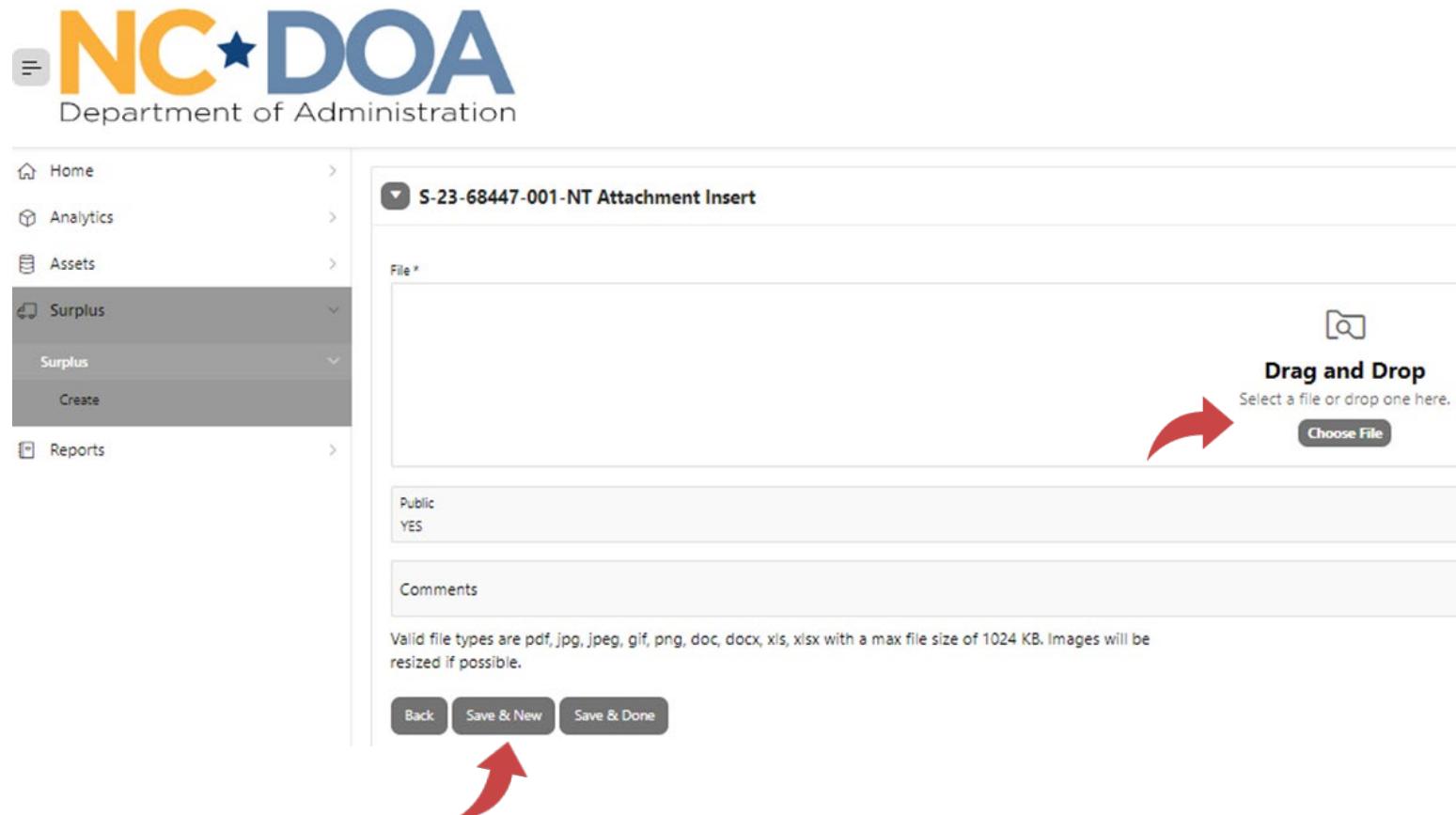
For a retiring LE Officer purchasing their weapon, a black and white photo ID of the officer must be attached as well as a document stating that the LE Agency requests the sale of the weapon.

The document must reflect the serial number and Fixed Asset Number and must be signed by the officer's Commanding Officer authorizing the sale. It must match the information on the Asset created in AssetWorks.

For a LE Officer purchasing their retiring canine, a document stating that the LE Agency requests the sale of the retiring canine to the officer (or family if deceased) must be included.

The LE Officer also has to sign an **Agreement For Disposition of Dog** statement.

Drag and Drop the photo & document
or click Choose File to upload one from your computer.
Click Save & New to add another attachment.



NC DOA
Department of Administration

Home >
Analytics >
Assets >
Surplus >
Surplus >
Create >
Reports >

S-23-68447-001-NT Attachment Insert

File *

Public
YES

Comments

Valid file types are pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx with a max file size of 1024 KB. Images will be resized if possible.

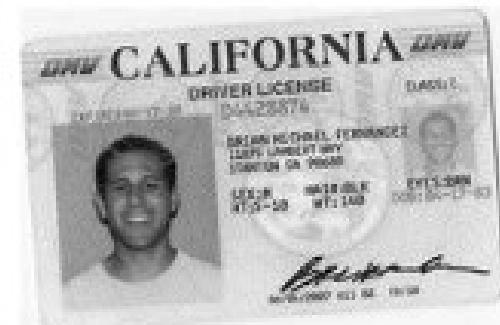
Back Save & New Save & Done

Drag and Drop
Select a file or drop one here.
Choose File

When the image and the document are uploaded, click **Save & Done**.



▼ Documents & Images for S-23-68453-001-NT



Public - Canine_Documenta

At the bottom of the screen, you will see the Item Number, Asset Number, Description, Price, Status, and the number of Documents.

If you want to view or add to the documents, click on the number under Docs/Images.

NC★DOA
Department of Administration

Home Analytics Assets Surplus Surplus Create Reports

Surplus Detail

Surplus Number	S-23-68515	-- Property Location --
Creation Date	10/17/2023	Building
Submit Approval Date		Room
Submit Approval User		Address 1
Surplus Method	LE Retirement	Address 2
From Agency	DEPARTMENT OF HEALTH & HUMAN SERVICES	City
From Division	DHHS - INFORMATION TECHNOLOGY	State
Budget Code	213515	Zip
Recycling Contractor		County
Notes/Comments		Contact Name
-- Preparer Information --		Contact Phone
Preparer Name	DARLA TEST	Contact Email
Preparer Phone	(555) 555-5555	Location Notes
Preparer Email	DONOTEMAIL1@EMAIL.COM	-- Surplus Information Only--
		Pickup Contact Name
		Pickup Contact Phone
		Pickup Contact Email
		Pickup/Delivery Method
		Pickup Location Notes
		Agency Labels Sent

Add Assets

Create New Asset

Assets				Documents & Images					History				
View	Item Number	NC Asset Number	Description	Min Price	Qty Sent	Qty Rcvd	Sales Price	Scrap/Trash	Status	Receiver	Recv Date	Approve Date	Docs/Images
	S-23-68515-001-NT	5456321321	Weapon	-	1	-	-	-	In Transfer	-	-	-	1

Once all items for the transfer are entered,
click on **Submit For Approval**

Edit Submit For Approval Pickup Labels

 Add Assets

Create New Asset

Assets				Documents & Images					History				
View	Item Number	NC Asset Number	Description	Min Price	Qty Sent	Qty Rcvd	Sales Price	Scrap/Trash	Status	Receiver	Recv Date	Approve Date	Docs/Images
	S-23-68515-001-NT	5456321321	Weapon	-	1	-	-	-	In Transfer	-	-	-	1

This is your confirmation that it was successfully submitted.

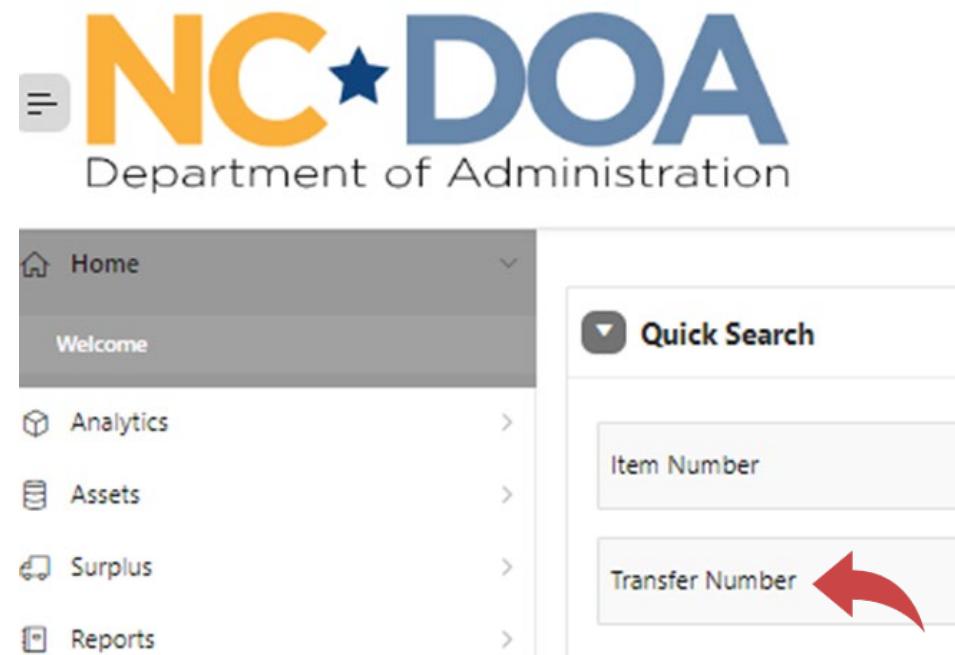


Your surplus has been submitted for approval.

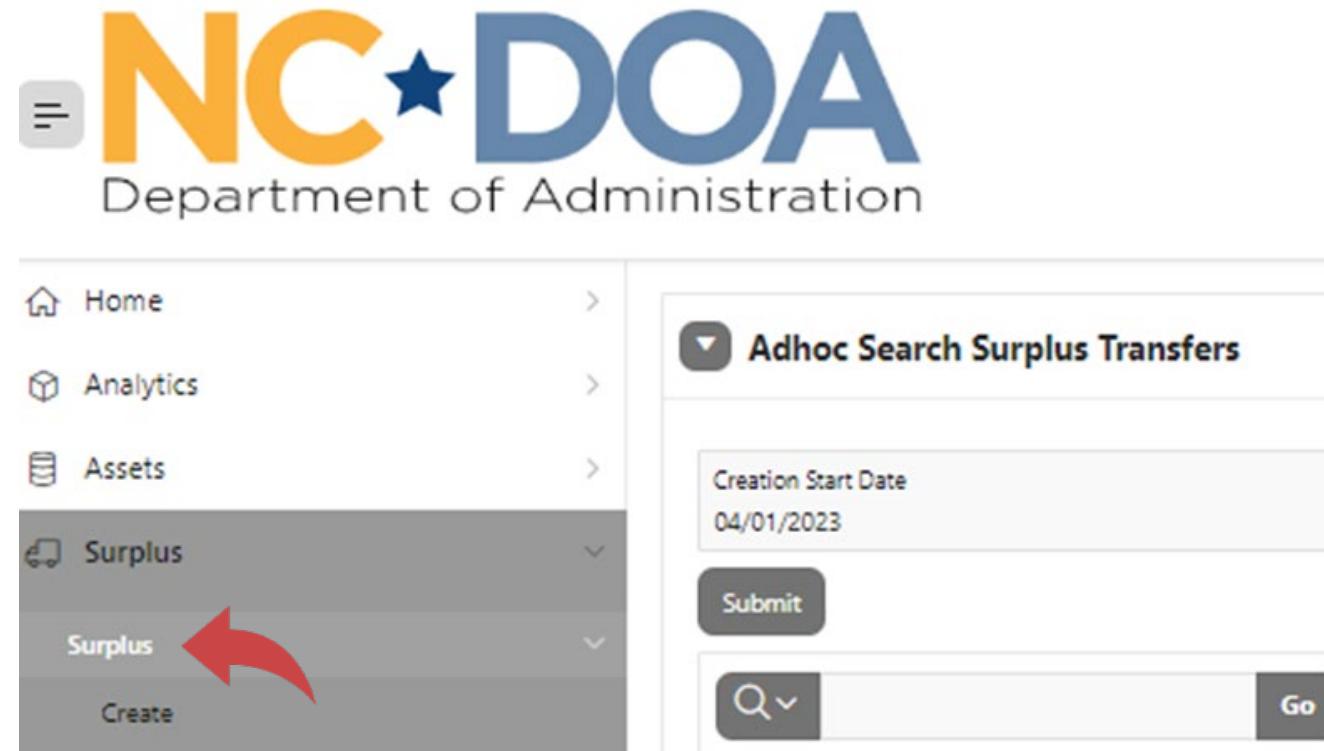
IF YOU ARE AN AGENCY APPROVER...

You will receive an email letting you know you have a transfer to approve.

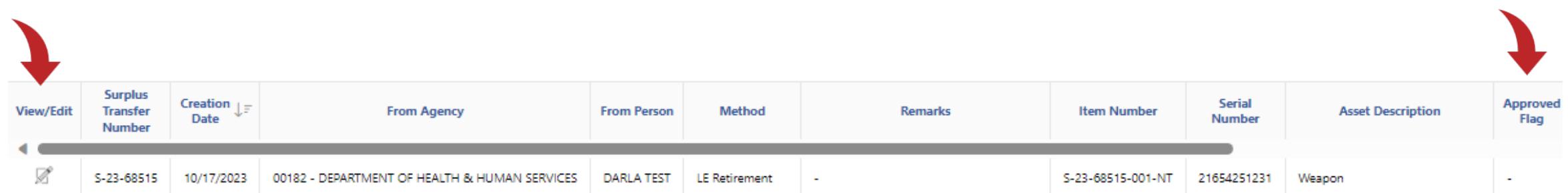
You may enter the Transfer Number into the Search box on the Home screen.



Or, you could **click on Surplus** from the Home screen.



If there is not a Y in the Approved Flag field, it is waiting to be approved.



View/Edit	Surplus Transfer Number	Creation Date	From Agency	From Person	Method	Remarks	Item Number	Serial Number	Asset Description	Approved Flag
	S-23-68515	10/17/2023	00182 - DEPARTMENT OF HEALTH & HUMAN SERVICES	DARLA TEST	LE Retirement	-	S-23-68515-001-NT	21654251231	Weapon	-

Click on the View/Edit icon to select that transfer.

Review the information to make sure it looks correct.

Click on the number under Docs/Images to view the picture.

Assets							Documents & Images						
View	Item Number	NC Asset Number	Description	Min Price	Qty Sent	Qty Rcvd	Sales Price	Scrap/Trash	Status	Receiver	Recv Date	Approve Date	Docs/Images
	S-23-68515-001-NT	5456321321	Weapon	-	1	-	-	-	In Transfer	-	-	-	1



Click on Agency Manager Approve/Reject

 Approve Assets

Item Number	Description	Approve Status	Agency Manager Approver	Agency Manager Date	Reject Reason
S-23-68515-001-NT	Weapon	Agency Manager Pending	-	-	-

Download

row(s) 1 - 1 of 1

Agency Manager Approve/Reject



Click on each item you want to approve or click on the [+] icon to select all the items.

Click on Approve.

If you need to reject one, click it and hit Reject. When any item is rejected, a **Reject Reason** is required because the person that entered it will need to create a new transfer with the issue corrected.

Approval Detail

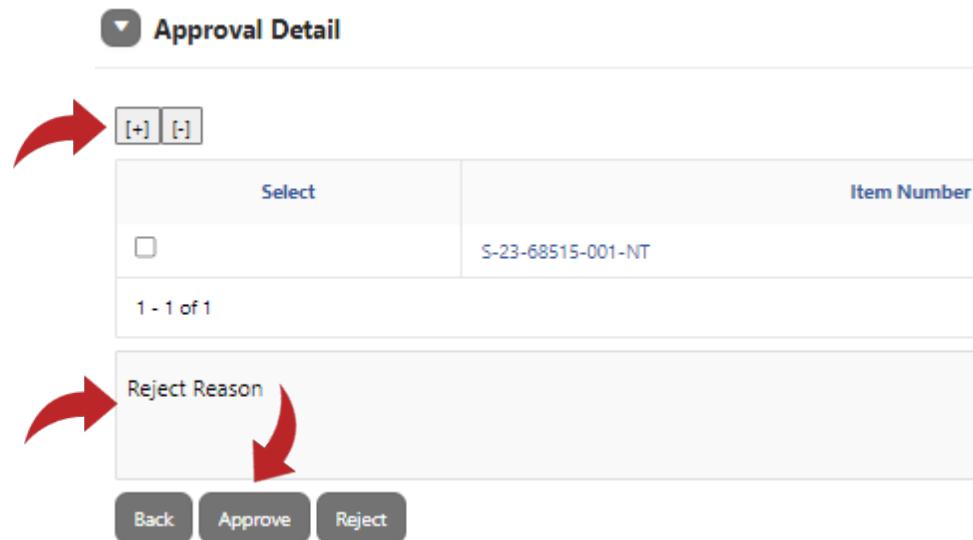
[+] [-]

Select	Item Number
<input type="checkbox"/>	S-23-68515-001-NT

1 - 1 of 1

Reject Reason

Back Approve Reject



You will now see that the item is Approved.

Approve Assets

Item Number	Description	Approve Status	Agency Manager Approver	Agency Manager Date	Reject Reason
S-23-68515-001-NT	Weapon	Approved	DARLA TEST	10/17/2023	-



THANK YOU!

ssp.info@doa.nc.gov

919-814-5600