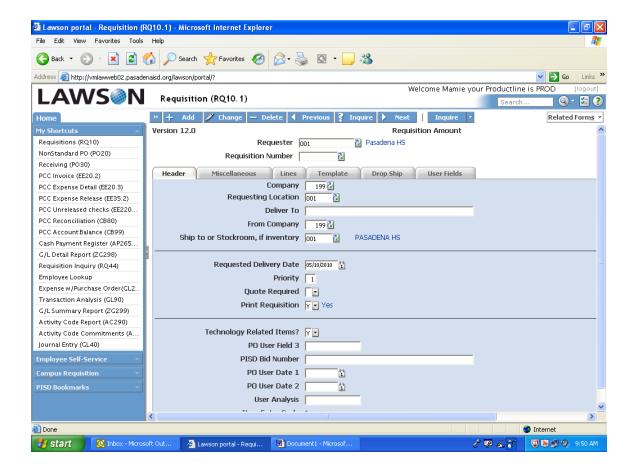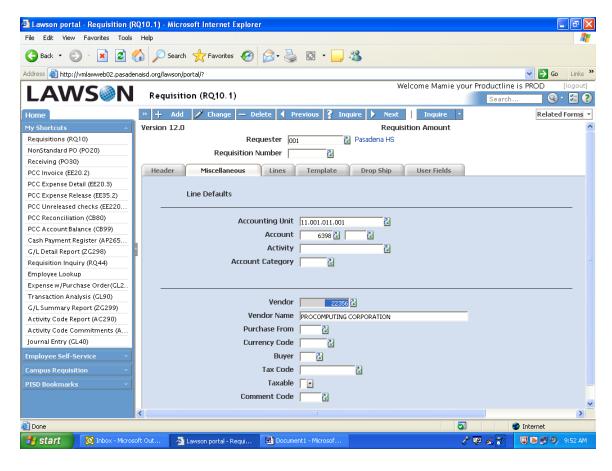# Procedures for Inputting Assets Into the AM System through RQ10

Secretary/Bookkeeper will create a requisition using RQ10 screen at their location to order asset items. (Example to follow is for Promethean Boards) Complete the Header page making sure to enter "Y" in the Technology Related Items field if necessary.
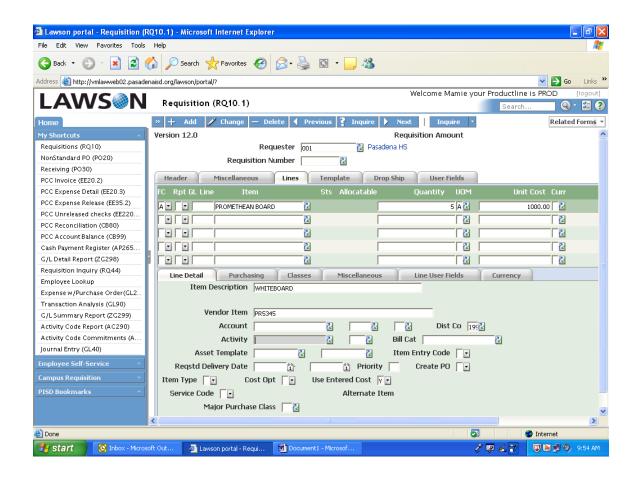

Technology Related Items

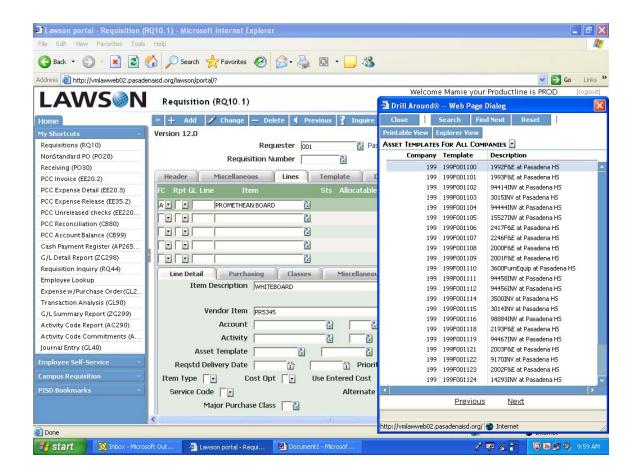Complete "Miscellaneous" page using normal procedures.

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Top section of "Lines" page will be completed as usual.

DO NOT SPLIT THE COST OF ASSETS BETWEEN BUDGET CODES!

Example: ordering 7 computers to be charged to 199…6398 and 211…6398. You must order 3 from one code (one line item) and 4 (different line item) from the other. The system does not recognize split codes and will assign all the assets to one code.

For each line, you must complete the "Line Detail" section. At the "Asset Template" blank, use the drop down to find the Template.

Asset Template

Asset Template is made up of four parts: *199 F 001 100*

199 Designates the **Fund 199**
F Designates Fixed Asset
001 Designates campus location; in this example the campus is Pasadena HS
100 Designates the Catalog Index Number; you will be given a table with this information on it.

YOU MUST DO THIS FOR EACH LINE ON THE REQUISITION THAT CONTAINS AN ASSET ITEM.