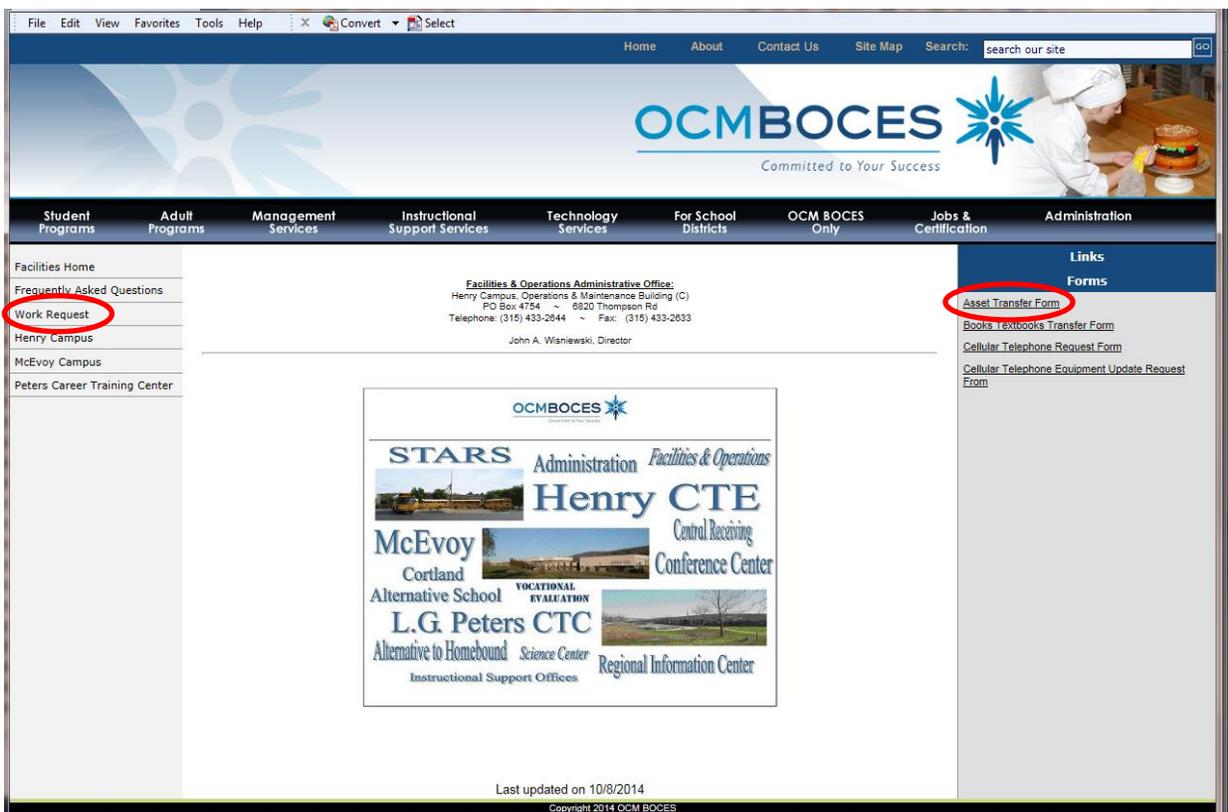


Asset Transfer Request

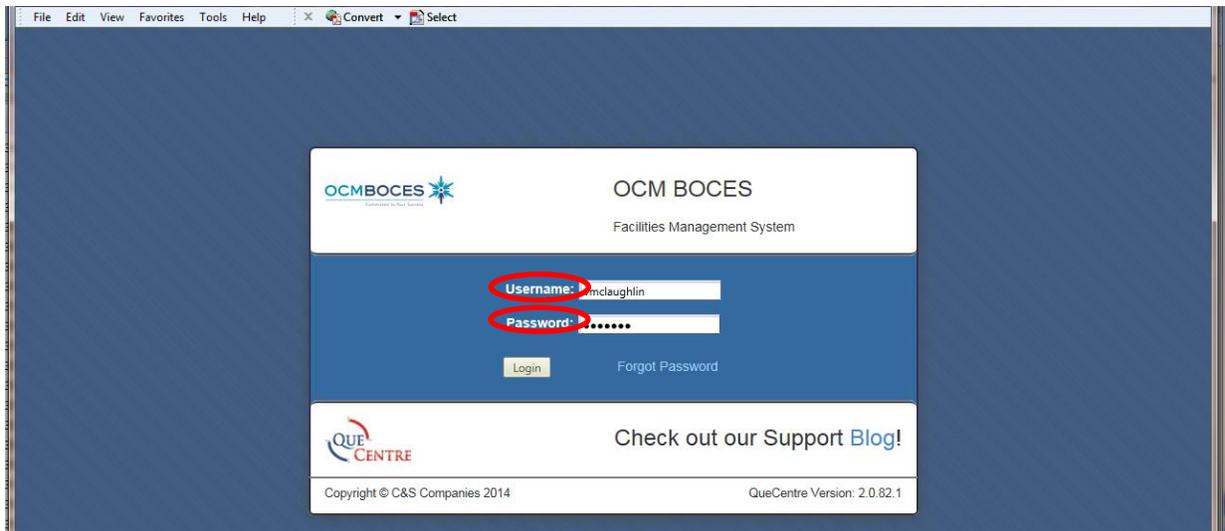
From the OCM BOCES web site select Management Services, then Facilities.



On the right side of the page are the transfer forms. Select as needed, complete, and save to your computer (name the file for easy reference). On the left side of the Facilities web page screen select Work Request.



Enter your Username and Password to log on to Facilities Management System.



Select Work Orders, then Create Work Order. On the Service Area pull-down menu select Asset Transfers. Complete the rest of the pull-down selections as needed for your location. Enter a Description of your request. Under Additional Information, attach your completed Transfer form by clicking on the Browse button to find and select your saved document, and then clicking Upload to add your document to the work order. Click on the Update button (it appears at both the top and bottom of the Create Work Order screen) to save your request.

