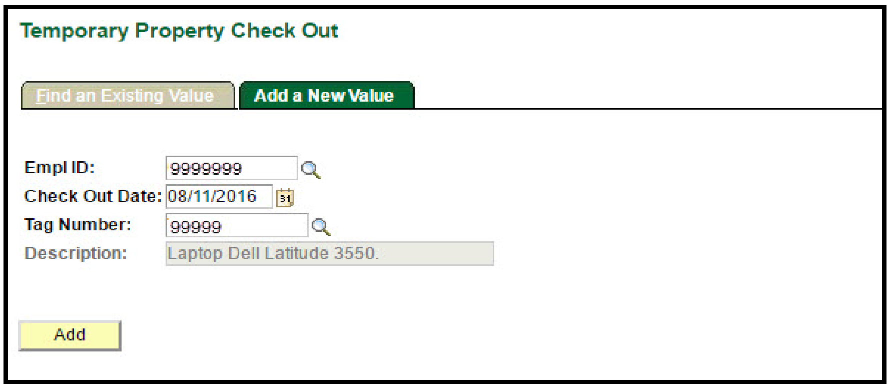
CHECKING OUT PROPERTY
In PeopleSoft Financials

PLEASE NOTE: *You will only be able to check out assets to employees if you are the budget unit head or have received authorization. (See the Property Control Transaction Authorization Form at Southeastern Home > LEONet > PeopleSoft Financials > Peoplesoft Financials Forms.)*

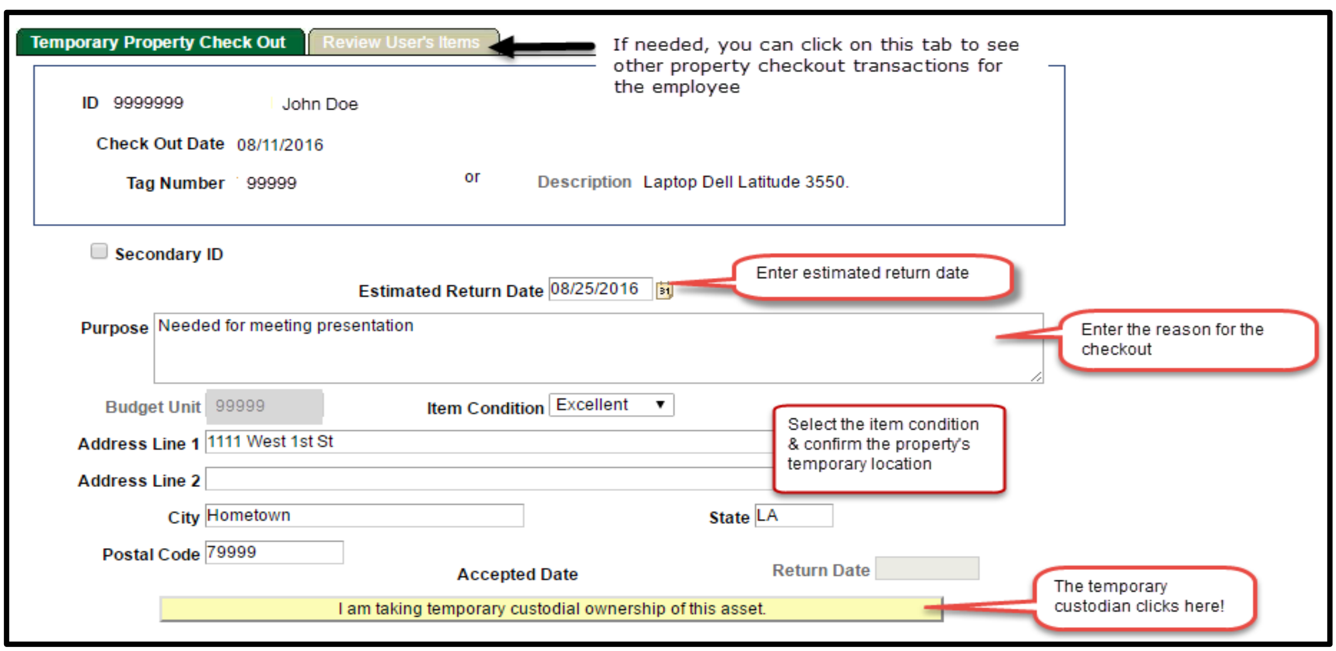
1. After logging in to PeopleSoft Financials, navigate to **Temporary Property Check Out**

   Southeastern AM Menu -> Temporary Property Check Out

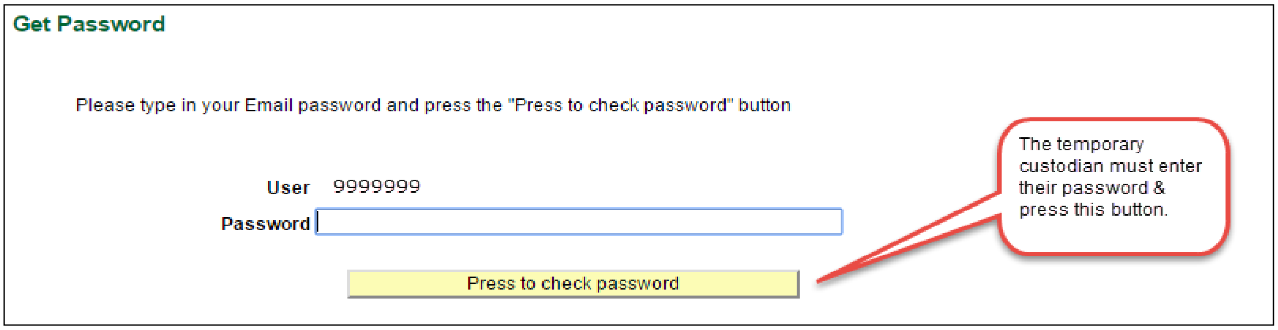
2. On the "Add a New Value" tab, enter the W# of the employee who is assuming responsibility for the property (the temporary custodian), the check out date, and the property's tag number. Then press the "Add" button.



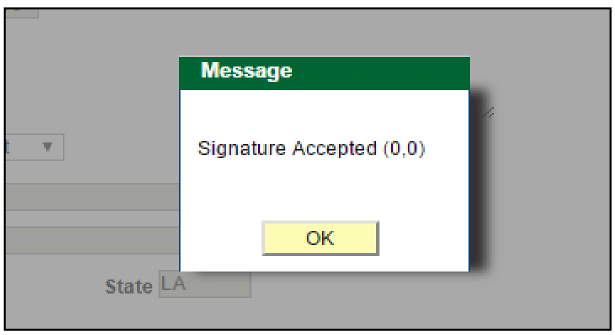
3. Complete the Check Out screen fields:



4. On the next screen, the temporary custodian accepts responsibility for the property by entering their password & clicking on the "Press to check password" button.



5. The checkout is complete when this message appears on the screen:



An email will then be sent to the temporary custodian.

6. If you need to extend the estimated return date, navigate again to "Temporary Property Check Out". Enter the new date in the "estimated return date" field and press "Save". An email will be sent to the temporary custodian with the revised date.

7. When the property is returned, navigate again to "Temporary Property Check Out". On the "Find an Existing Value" tab, enter the employee's w# and/or the tag number. Then select the transaction from the list that appears on the screen.

   On the check out screen, enter the return date & press the "Save" button.

   A receipt can then be emailed to the temporary custodian and/or printed by clicking on the "Print Receipt" button at the bottom of the screen.