

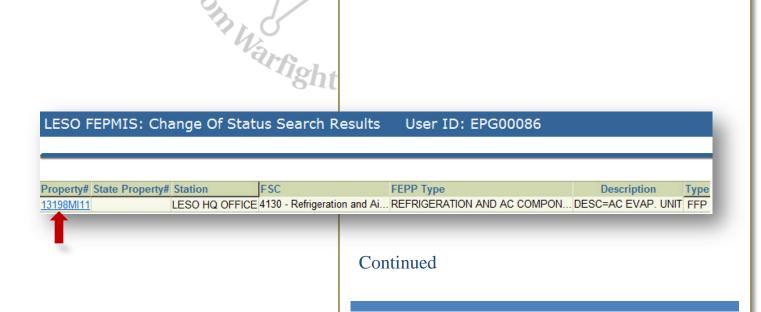
Change of Status

The Change of Status module gives you the ability to alter the condition of property that is listed on your property book

It is part of the process of turning in property back to a Disposition Services Site.

To begin a property modification, select the Change of Status module under LESO FEPMIS

Click the Requisition Number of the property you wish to modify





Comment 2:

Comment 3:

(Back)

Submit create a COS request

ITEM ID=1048090 DOC#=23102709

Property #: 13198MI11 Property Type: FFP Property Status: ASSIGNED Condition: Issuable, no Qualification Acquisition Doc#: 2YT05K-2310-2709 DTID: W91EKJ-1225-62006 GSA Control#: Otv: 3 Cost: \$500.00 In-Service Date: Insurance Expiration Date: Inventory Certification Date: Jul 23, 2013 FSC: 4130 - Refrigeration and Air Conditioning Components FEPP Type: REFRIGERATION AND AC COMPONENTS Additional Description: DESC=AC EVAP. UNIT State Property#: Division: DEFAULT_DIV_MI Subdivision: DEFAULT_SUBDIV_MI Station: LESO HQ OFFICE Drive-Type: Tonnage: Part#: Make / Manufacturer: NA Model: NA Model Year: 0 Color: Gradient: Serial#: NA Unit of Issue: Each DMIL: A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC REQUIRED. Physical Storage Location: NSN/LSN: 4130-DS-ACP-ARTS **Additional Comments:** Comment 1:

User ID: EPG00086

LESO FEPMIS: Tracked Property Review

Change of Status (continued)

Verify that the contents of this page, to make sure everything is in order

Add additional comments as necessary

Click submit to initiate a Change of Status request to be sent to your State Coordinator

Continued



Property #:	13198MI11
	4130 - Refrigeration and Air Conditioning Components REFRIGERATION AND AC COMPONENTS
	DESC=AC EVAP, UNIT
Property Status: *	FFP of reason for report
Condition: *	•
Property Contact: (defaults with Station contact information
Contact Name: *	
Address Line 1: *	74 WASHINGTON AVENUE NORTH
Address Line 2:	BATTLE CREEK MI 49037
City: *	BATTLE CREEK
State:	MI
Postal Code: *	49037
Telephone #: *	ext.
Fax #: *	
Email: *	
State Contact: (defaults with State contact information
State Contact Name: *	
State Contact Title: *	
State Mail Name: *	
tate Address Line 1: *	
tate Address Line 2:	
City: *	
State:	MI
Postal Code: *	
State Telephone #: *	ext.
State Fax #: *	
State Email: *	
anation/Disnosal Inst	ructions (max. 500): *
anation, Disposar Inst	ractions (maxi soo).

Change of Status (continued)

Change the Condition of the property to

- Unserviceable
- Damaged
- Obsolete
- Destroyed
- Usable
- Repaired

Depending on which status you wish to reflect

Add in contact information regarding the property

Update your state contact information in the blocks provide

Add in any additional comments concerning the property condition in 'Explanation/Disposal Instructions' block

Click the submit button

The Change of Status request will now be sent to the State Coordinator's office for approval