

# SPR Asset Creation Quick Tips - External Guidance

## Record Expenditures

**?** Record expenditures against the task from the STIF Plan. Click the Add button to start entry. Use the Find button if you are changing the planned activity. Click the Details button to add additional information about the expenditure and its outcomes. Use the Save button to record your changes. Once Asset Info is entered the ALI code cannot be changed unless the Asset Info is removed.

Task #	Description	Quantity	Unit Price	Total	
1	11.12.01 Bus STD 40ft	1	\$100,000	\$100,000.00	<b>Record</b>
1.1	11.12.01 Bus STD 40ft	1	\$100,000	\$100,000.00	<b>Details</b>

\* indicates a required field



When reporting a capital purchase using STIF Formula funds you will be asked to create an asset on your SPR. Keep in mind assets only need to be created if the item is:

- For assets \$5000+
- Delivered assets that are IN SERVICE or ACTIVE

Examples:

- A group of laptops that together cost more than \$5000
- A single surveillance system that costs \$5000 or more
- A *delivered* vehicle

Do not create an asset if you need to charge admin expenses for an RFP. Please seek help from PTD if you are unsure if you should create an asset for your expenditure.

## Asset Info

**?** Information entered here will be used, along with additional information once the STIF Plan Report (SPR) is issued. ODOT staff will review the asset and the asset will appear on your next APR. Once information is entered here the ALI code can no longer be changed. If you need to change the code use the Clear All button to remove the entered information.

### Asset Type: Vehicle

Agency Vehicle #

Plate #

VIN

Year

**TIP:**  
Vehicle assets should only be created in OPTIS when there are VIN numbers to provide.

# First Security Interest Holder

For vehicles purchased using STIF Formula funds, you are required to have PTD listed as your vehicle's First Security Interest Holder

\*Use PTD's DMV number 25408 on the title application\*

## Proper Documentation

When reporting on assets purchased and received you must also attach the required supporting documentation. All asset documentation should be attached in the SPR Project Attachment screen.

Vehicle Assets Require:

- Detailed cover letter (template on PTD website)
- All invoice(s) associated with the expense
- Pre-Award and Post-Delivery Certification form
- Federal Motor Vehicle Safety Standards (FMVSS) certification

Other Asset Types Require:

- Itemized and descriptive invoice

The screenshot shows a sidebar menu on the left and a main content area on the right. The sidebar menu includes:
 

- View STIF Plan Report
- Help
- Complete Step (Prepared)
- Maintain
  - Number
  - Project Info
  - Provider Contact
  - Provider Address
  - Record Expenditures
  - Project Status
  - Program Criteria
  - Optional Project Narrative
  - Attachments
- Actions

 The main content area shows a table with the following rows:
 

- STIF Funds
- Other Funds
- Total Expenditure
- Deliver
- Need new bus
- Program Criteria
- Criteria
- Increases Frequenc
- Expands Routes or
- Reduces Fares in C
- Procures Low- or N
- Improves Frequent
- Service Area
- Improves Coordina
- Provides Student Tr

## 9. Attachments

(Test)

Number: SPR-19-0067-2

### Steps

1. Number
2. Project Info
3. Provider Contact
4. Provider Address
5. Record Expenditures
6. Project Status
7. Program Criteria
8. Optional Project Narrative
9. **Attachments**

### Attachments

Attachment Title	Cover Letter	File	<input type="button" value="Choose File"/>
Attachment Title	Pre Award Post Delivei	File	<input type="button" value="Choose File"/>
Attachment Title	Invoice	File	<input type="button" value="Choose File"/>
Attachment Title	FMVSS Certification	File	<input type="button" value="Choose File"/>