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# 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 expediture 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 Record			
1.1 11.12.01 Bus STD 40ft	1	\$100,000	\$100,000.00 m Details			
* indicates a required field			Тор			

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 i once the STIF Plan Report (SPR) is issued. ODOT staff will review the as asset will appear on your next APR. Once information is entered here the ALI code can no longer be changed need to change the code use the Clear All button to remove the entered.

		TIP:
Asset Type: Vehicle		Vehicle assets should only
Agency Vehicle #	041	be created in OPTIS when
Plate #	* ABC123	there are VIN numbers to provide.
VIN	* 1D8GHE5GDS7G29058	
Year	* 2022	

# 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**

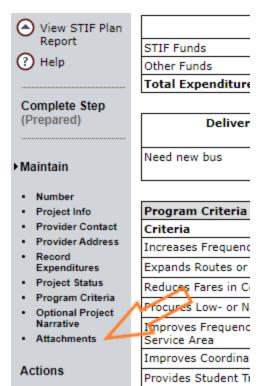
When reporting on assets purchased and received you must also attach the required supporting documentation. All asset documentation should be attached in the SPR Project Attachment screen.

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



# 9. Attachments

Number: SPR-19-0067-2							
Steps	Skip	Back Save	Next				
1. Number							
2. Project Info	Attachments						
3. Provider Contact	Attachment Title	Cover Letter	File Choose File				
4. Provider Address			Choose The				
5. Record Expenditures	Attachment Title	Pre Award Post Delive:	File				
6. Project Status		FIE AWAIG FOST DELIVE.	Choose File				
7. Program Criteria							
8. Optional Project Narrative	Attachment Title	Invoice	File Choose File				
9. Attachments	Attachment Title	FMVSS Certification	File Choose File				