

Property Accounting

To request an equipment update/transfer, excess equipment removal, report missing or stolen equipment, equipment trade-in, and equipment donation, please follow these steps:

1. Log into the pack portal. (pack.astate.edu)
2. Submit a request through Helpdesk Tickets.
3. In Helpdesk, click on "Get Started" under the "Submit a Ticket" section.
4. Select the "Property Accounting" category and choose the appropriate service ticket request.
5. Download and complete the attached Excel spreadsheet.
6. Click the red form button to provide additional required information.
7. Attach the completed Excel spreadsheet and submit your request.

To contact Property Accounting, send an email to: propertyaccounting@astate.edu

[Property_Accounting_Manual.pdf](#)

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