

Note: The Property Control Manual will be updated to reflect any changes this Flow Chart incorporates shortly. This Flow Chart will be revised to include links to the proper sections of the Property Control Manual once revisions are completed.

Is the Property a Sensitive Item, a Firearm or Valued at \$5,000 or Higher?

KEY
ETAR – Electronic Transaction Request (Electronic Property Form, AKA JOT Form)
FD – IRIS Fixed Asset Disposition Form
FT – IRIS Fixed Asset Transfer Form
SPM – State Property Manager
SOA – State of Alaska



If you have any questions or suggestions, please contact the SOA Property Manager directly at 907-754-3404 or at Jonathon.harshfield@alaska.gov