

Submitting a Disposal Request to OSU Surplus Property

Please contact the Surplus Property Department at 541-737-7347 with any questions and/or concerns during this process.

The Disposal Request Process

- There are two parts to this process
 - Department Profile Verification
 - The Disposal Request (DR)

Getting Started

- Before you are able to submit disposal requests to Surplus Property using the new database you will need:
 - A database login and password
 - To obtain this please contact the OSU Surplus Department at 541-737-7347 or email surplus.oregonstate.edu
 - Microsoft Internet Explorer 6.0+
 - You can download the latest version of MIE at <http://www.microsoft.com/windows/>
 - No other browsers can be utilized

Getting Started (Cont.)

- Go to <http://surplus.oregonstate.edu/sps>
- Log in using your login and password
 - Your login is your email address
 - Your password is initially emailed to you by the Surplus Property Supervisor but can be changed immediately following your first log in

PART ONE

Department Profile
Verification

Department Profile Verification

- Verify your department information
 - Click on “Department Profile” under “Departments” in the left menu
 - Verify department name, location, phone number(s), and Org #
 - Make sure the correct index number is present
 - Edit information as necessary
 - Click Save

Department Profile Verification (Cont.)

- Verify your department user profile
 - Click on your name under Department Users
 - Click Edit and update information as necessary
 - Click Save

PART TWO

Creating A Disposal Request

Creating A Disposal Request

- Click on “Disposal Requests” under “Departments” in the left menu
- Click the Add/Edit tab
- Click the New button along the bottom of the page
- Select correct department if more than one is listed
- Select the correct department contact person
 - This is usually the person who is submitting the pickup request
- The request will default to Surplus Property Department

Creating A Disposal Request (Cont.)

- Tab to the Bldg Abbr box
- Click inside the box which will retrieve addresses of buildings on campus
 - The addresses at the beginning of the list are commonly the ones associated with the department
- Choose the address where the items are located


Creating A Disposal Request (Cont.)

- Tab to the Room # field and enter the room number “the items are located in”
- Tab to the Item field
 - A pop-up window will appear which is referred to as the “tree view”
- Enter a keyword associated with item in the field provided
 - All available item description options will appear in red
- Select the appropriate item category by clicking on it
 - When an applicable option cannot be found please use a generic word or choose “Other”
- Close the tree view window

Creating A Disposal Request (Cont.)

- Enter quantity of item
- Enter condition of item
 - Use the number 5 “salvage” when the item is non-functional and may be recycled
 - Most items are classified as 2 “good” unless you are aware of major defects
- Enter the correct department index number, that which will receive the funds if applicable

Creating A Disposal Request (Cont.)

- If there is an OSU asset number on the item, it must be put in the asset number box.
- Enter description of the item
 - Sample: metal exec desk, rolling chair, or wood bookshelf
 - List all pertinent information that may be useful to the Surplus Property Department
- Click on the save icon () after each item entry
- Enter additional items as necessary until the disposal request is complete
- In the Note Area:
 - Please write additional information such as “very heavy”, “best time to do pickup”, “only in office at certain times or any comment that will help to complete your pickup in a timely manner”
 - Please indicate index number to charge for any monitors, TV’s or freezers/refrigerators turned into surplus
- Click the Save button

Creating A Disposal Request (Cont.)

- In the “Authorized By” field, select your name to authorize the disposal request. Then on the right side click on the box by “authorized”
- Click the Save button at the bottom of the page

***Please contact the
Surplus Property Department
in the event you need
additional help.***

Surplus@oregonstate.edu

Phone: 541-737-7347