

Submitting a Disposal Request to OSU Surplus Property

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 Supervisor at 541-737-7347. Your password will be randomly generated to you and emailed to you but you will have the choice to change it immediately following your first log in. After this information has been given to you, you may login to our system by going to <http://surplus.oregonstate.edu/sps>.

PART ONE: Department Profile Verification

1. Log in.
2. 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
3. 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

1. Click on “Disposal Requests” under “Departments” in the left menu
2. Click the Add/Edit tab
3. Click the New button along the bottom of the page
4. Select correct department if more than one is listed
5. Select the correct department contact person
 - This is usually the person who is submitting the pickup request
6. The request will default to Surplus Property department
7. Tab to the Bldg Abbr box
8. Click inside the box which will retrieve addresses of building on campus
 - The addresses at the beginning of the list are commonly the ones associated with the department
9. Choose the address where the items are located
10. Tab to the Room # field and enter the room number “the items are located in”
11. Tab to the Item field
 - A pop-up window will appear which is referred to as the “tree view”
12. Enter a keyword associated with the item in the field provided
13. Select the appropriate item category by clicking on it
 - When an applicable option cannot be found please use a generic word or choose “Other”
14. Close the tree view window
15. Enter quantity of item
16. 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
17. If there is an OSU asset number on the item it must be put in the asset number box
18. 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
1. Enter additional items as necessary until the disposal request is complete
 2. In the Note Area:
 - Please indicate additional information needed, such as:
 - Call first
 - Very large item
 - Only open at certain times
 - Hard drives have been cleaned
 - Also indicate the index number to charge for monitors, TV’s, or freezers/refrigerators
 3. Click the Save button
 4. In the “Authorized By” field, select your name to authorize the disposal request, then on the right side and check the box by “authorized.”
 5. 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