

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 information, please contact the OSU Surplus department at 541-737-7347. Your password will be randomly generated to you and emailed to you. You will have the choice to change your password immediately following your first log in. After this information has been given to you, 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
 - § Search for your department by typing in the first few letters then click on the binoculars at the right.
 - § Select your department.
 - § Verify department name, location, phone number(s), and org #
 - § Make sure the correct index number is present
 - § Click edit and update 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 Surplus Disposal Request

1. Click on “Disposal Requests” under “Departments” in the left menu.
2. Click the Add/Edit tab at the top.
3. Click the New button along the bottom of the page.
4. Type in the first few letters of your department and then click the down arrow to select your department from the drop-down menu.
5. Select the contact person.
 - § This is usually the person who is submitting the pickup request.
 - Do not change any other information on the top level.**
6. Click on the box below “Bldg Abbr”—Click on building location of the items
7. Tab to the “Room #” -- enter the room number where the items are located. If you will be delivering the items to Surplus, enter “del” or “delivery” under Room #.
8. Tab to the “Item” field
 - § A pop-up window will appear which is referred to as the “tree view”
9. Enter a keyword associated with the item in the field provided
10. Select the appropriate item category by clicking on it
 - § The selected category will be highlighted in red
11. Close the tree view window
12. Enter quantity of item
13. Enter condition of item
 - § Most items are classified as 2 “good” unless you are aware of major defects
14. Under the “index” field, select the correct department index number, that which will receive the funds if applicable.
15. Under the “Asset #” field, enter the ACTIVE OSU asset numbers if present
 - § A pop-up window will appear if the asset number is inactive or invalid
 - § Please enter inactive asset number in the description box

16. In the “description” field enter a brief description of the item
 - § Sample: metal exec desk, rolling chair, or wood bookshelf
 - § Please include all inactive asset numbers and Stop Tag numbers.
 - § Please indicate additional information needed, such as:
 - Very large item (needs forklift, multiple people, etc.)
 - That hard drives have been cleaned (if the item had a hard drive you will also have to submit documentation proving they were cleaned when the items are picked up. The form can be found on the Surplus Property website under Departments and Agencies à Policy on Disposal of Data Storage Equipment
17. Click on the “Save Line Item” button under the description box after each item. **DO NOT click save at the bottom**
18. Go back to “Room #” to add additional items; click Save Line Item button after each item is entered.
19. On the last item entered please indicate in the description box if:
 - § You need to be called first
 - § Room is only open at certain times
 - § You will be delivering the items to Surplus
20. Once all items have been entered, print a copy for your records.
21. At the bottom of the page click the “Authorize” button.

****If you are inputting items and something comes up (a meeting, the end of the day, emergency, etc.) Do not click “Authorize”, click on the “Save” button at the bottom of the screen. This will let you resume inputting at a later time.**

To resume inputting

- § Log in.
- § Click on “Disposal Request” under “Department” in left menu.
- § Click on your department, it will have Pending as the status.
- § Click the “Edit” button at the bottom of the screen.
- § Continue as stated above in PART TWO, #6.

22. Click “confirm” on the authorization window that pops up. You have now submitted your request.

The owning department must submit, with their pickup request, three comparables for items that are valued over \$5000.00. Comparables are used to insure the University (Surplus Property) sells items at a competitive price for the department.

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

Surplus@oregonstate.edu

Phone: 541-737-7347