



## **Welcome to UF Surplus**

*"Your trusted source for good used electronics, equipment, and furniture."*



# Did Someone Say Free?!!

## How To Get Free Items From UF Surplus

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UF Departmental “Online Shopping” provides photos of Free items



UF Departmental “Equipment Requests” provides Free items to your specifications



“Dockside and Curbside Pickups” is how to claim your Free items



Other Free Services Provided by UF Surplus



# Free Items – “Online Shopping”

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Due to COVID-19 UF Surplus is closed to viewing by departments and the General Public. However, everything in our warehouses are listed with photos in the “Online Shopping” site.

- Go to the help button if you have myAssets access then click on the external portal and then click on the “Online Shopping” button.
- If you don’t have access, then go to <https://myassets.fa.ufl.edu/ext/#/home> and then click on the “Online Shopping” button (see next slide).





# Free Items – “Online Shopping”

<https://myassets.fa.ufl.edu/ext/#/home>

The screenshot shows the 'myAssets Portal' header with the UF logo and the name 'myAssets Portal'. On the right side of the header, the name 'Hope' is visible. Below the header, the text 'Good Evening!' is on the left and 'myAssets - External User Portal' is on the right. A central message reads: 'Welcome to the myAssets - External User Portal! Below is a link to various modules that non-myAssets users have access to.' Three buttons are displayed in a row: 'Foreign Travel Requests' with a white airplane icon on a blue background, 'Off-Site Certifications' with a white star icon on a green background, and 'Online Shopping' with a white shopping cart icon on a blue background.



## Free Items – “Online Shopping”

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- Once you click on the “Online Shopping” button, you will see what is displayed on the next slide. Like any online shopping site, you choose the items you want, add it to a cart and when finished shopping you will submit the items in the shopping cart for approval by the Property Custodian.
- When approved, contact UF Surplus and let us know when you are going to come to the warehouse to get your free items so that we may gather the items together for you.





# Free Items – “Online Shopping”

The screenshot displays the UF myAssets Portal interface. At the top, the user is logged in as Michael. The page features a search bar and several category filters: Miscellaneous, Vehicles, Audio/Visual, Computers/Servers/Printers, Furniture, and Scientific/Medical. A yellow box prompts users who can't find what they're looking for to click on 'Equipment Request'. The main content area lists five items for sale, each with a photo, title, warehouse date, and an 'Add to Cart' button. All items are marked as 'Working'.

Item ID	Description	Warehouse Date	Status
W21-11732	19" dell monitors	2020-10-22	Working
W21-11731	19" dell monitors	2020-10-22	Working
W21-11649	Desk w/Hutch-wooden	2020-10-19	Working
W21-11653	office chairs	2020-10-19	Working
W21-10733	Classroom Desk	2020-10-09	Working

 View Warehouse Items

 GENERAL INFO


REQUESTOR *Stringer,Michael J*

DATE

REQUESTING DEPARTMENT

Stringer,Michael J - 64405002 - 149

Contact me when ready to pickup (352) 392-2561.

 SHOPPING CART

WAREHOUSE ITEMS



Desk w/Hutch-wooden



19" dell monitors



 Cancel

 Submit



## Free Items – “Equipment Requests”

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- If you don't see what you want, you may make a request for free items right on the “Online Shopping” portal. Click on the top right button that is circled in red on the next slide.






# Free Items – “Equipment Requests”


**UF** myAssets Portal Michael

Search...

[Miscellaneous](#) [Vehicles](#) [Audio/Visual](#)  
[Computers/Servers/Printers](#) [Furniture](#) [Scientific/Medical](#)

Can't find what you're looking for?  
[Equipment Request](#)

 W21-17451 - Dell Optiplex 7010 i5-3470@3.2/8GB/500GB Working  
9FBGFX1  
Warehouse Date: 2020-12-08  
[Add to Cart](#)

 W21-16657 - B10 - MacBook Pro 15-inch 2 Duo P8800@2.66/8GB/500GB Working  
W80061QX642  
Warehouse Date: 2020-12-01



## Free Items – “Equipment Requests”

- This will bring you to the next page where you will fill out the top portion with your name and department information and bottom portion with what you are requesting. Add notes to clarify what you specifically want in the items.
- When done, then submit your “Equipment Request” and it will route it to the Property Custodian for approval.
- When approved it will route to UF Surplus to work on your request. When completed, UF Surplus will notify you to come pickup your request of free items.





# Free Items – “Equipment Requests”

**UF** myAssets Portal Michael

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**GENERAL INFO**

REQUESTOR	DATE	REQUESTING DEPARTMENT
Michael Stringer	Oct 26, 2020	Stringer,Michael J - 64405002 - 149

1 TB SSD and 16 GB RAM

**EQUIPMENT REQUEST**

GENERAL ITEMS

TYPE	DESCRIPTION	QTY
PC Desktop	Dell p020	1

[Submit Request](#)



# How to Pick Up Free Items - "Dockside and Curbside Pick-ups"

- In view of recent changes due to COVID-19, UF Surplus buildings have been closed since last March, but we still serve our customers through the Dockside and Curbside pickups.
- For "Online Shopping" pickups and "Equipment Requests" pickups, please park in one of our reserved spaces (indicated with yellow signage), call the front desk at (352) 392-0370 and provide them with the information regarding your pickup, and you will then be instructed where to go to pick-up your free items (which building and dock).
- Remember that face masks are still required to be worn when dealing with UF Surplus staff.





# Free Services Provided by UF Surplus

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- **UF-Property-Swap-ListServ** – UF Surplus offers this platform to exchange surplus property free from one department to another prior to the item(s) entering the UF Surplus process. UF staff may sign up to receive these emails.
- **Surplus Pickups** – UF Surplus provides this service free of charge to departments for disposing of their unwanted surplus items. We pickup the items at their locations and transport them back to the warehouse. Also available to departments is a method for them to drop off their items at the warehouse.
- **Transfers** – surplus property to be reused by other departments within the University are transferred to the requesting department through the “Online Shopping” or “Equipment Requests” process. All items are provided free of charge for UF official business and not for personal use.



## Free Services Provided by UF Surplus (continued)

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- **Donations** – UF Surplus donates furniture and equipment to support the communities in which we are present. Schools and non-profits can enroll in our donation program (see UF Surplus website to sign up). We donate select surplus items free of charge to help organizations fulfill their missions in the community.
- **Media Destruction** – UF Surplus has the equipment to erase data on hard drives and has the equipment to crush hard drives that the data can't be erased. Included with this operation, we have a process for other media such as disks, tapes, etc. to be crushed by a third-party vendor. In both operations, hard drive erasure and media destruction, there is no charge to the departments.





# Services Provided by UF Surplus at Minimal Costs

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- **“Bid Now”** – online auctions sell many surplus items not claimed by departments (examples provided on our website located at [surplus.ufl.edu](http://surplus.ufl.edu) with links to our auction websites). Click and browse to bid on a great purchase which is available to everyone.
- **Bid-In-Place** – Items that are too large or it is cost prohibit to transport to the warehouse may be sold on-site through the Bid-In-Place method. This requires the department to assist in showing the items to prospective customers and arranging removal of the items from their property. Contact UF Surplus staff for details.
- **“Buy Now”** – items available to purchase directly from the UF Surplus using your credit card and items are found on UF Surplus website and Craigslist (type in UF Surplus). It allows customers to come to UF Surplus, purchase their items and take home the items at the advertised price. All purchases are done in person curbside with a credit card reader.

# UF Surplus Opportunities

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- “Equipment Requests”:
  - IT equipment submitted by departments that fall under UF Health requires the PC Shop to obtain a secondary approval from Health IT before UF Surplus may fill the request.
  - Remove all passwords from Apple PCs and laptops or other devices. Without removal we can't reformat the unit and must recycle them. In some instances, we are able to factory restore the macOS and if not, then the macOS is replaced with Windows and is less likely to be transferred or sold.
- Please include power cords and other specialized cords with items that are surplus, especially specialized equipment (for example - smart podium).



UF Surplus  
<https://www.facebook.com/UFSurplus>



<https://www.facebook.com/UFSurplus>

**LIKE AND  
SHARE UF SURPLUS  
WITH YOUR  
FACEBOOK  
FRIENDS.**

*Thanks 😊*



[WWW.FACEBOOK.COM/UFSURPLUS](http://WWW.FACEBOOK.COM/UFSURPLUS)

**WE'RE NOW ON**  
*Instagram*

*Click here*  
→



**@ufsurplus**

Follow us to stay connected and up to date with latest auctions and direct to the public sales!

# UF Surplus Wrap-up

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**Questions?**

## **Best Practices -**

Surplus any equipment or furniture not wanted or being used. This would include items stored in rental units.

If you know of surplus items in your area, contact us and we will assist your Property Contact to get them removed.



# Contact UF Surplus

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- **UF Surplus Management Team**
- Michael Stringer, UF Surplus Operations Manager (352) 392-2561  
[mstringer693@ufl.edu](mailto:mstringer693@ufl.edu)
- David Dykes, Asset Manager (Outbound Process, Buy Now Operation) (352) 294-3067  
[dykesde@ufl.edu](mailto:dykesde@ufl.edu)
- Ryan Brown, Asset Manager (PC Shop, A/V Shop, Equipment Request, Online Shopping of Equipment) (352) 273-3414 [brown.ryan@ufl.edu](mailto:brown.ryan@ufl.edu)
- Zuly Winans, Asset Manager (Inbound Process - Pickup Team, Scientific/Medical Shop, Online Shopping of Furniture/Scientific/Medical) (352) 846-1123  
[zwinans@ufl.edu](mailto:zwinans@ufl.edu)