# SUBMITTING A SURPLUS PICKUP REQUEST IN MYASSETS

Submit a property pickup request to the UF Warehouse when you have property your department can no longer use but other departments may. Please be aware that it can take up to 14 days for the items to be picked up by the Surplus Warehouse staff. You will be notified when the pick-up has been scheduled.

NAVIGATION

1. In the left hand navigation menu, select **Requests**.

2. Click Surplus

3. Click the **Create Surplus Request button**.

4. Select **Pickup**.

5. Select **Contacts**.

6. Select the **Dept ID field**.

7. Search for and select the correct **Department**.

8. Choose the contact person for this request.

   - If you are the contact person, choose the **Me icon**.

   - If the person is someone other than the person making the request, choose **Someone Else** and then search using their name or UFID.

9. Select a **Location**.

10. Select the **Building field**.

11. Search for and select the **correct building**.

12. Select the **Room field**.

13. Search for and enter the **correct room**.

14. Check **boxes** beside preferred pick up windows.

15. Select **Assets**.

16. Select the **Add Decal Asset icon**.

   - For non-decaled items, select the **Add Non-Decaled Asset icon** and enter the quantity and description for the asset.

17. Select the **Tag Number field**.

18. Search for and select the **asset**.

19. Select the **appropriate check boxes** for the item's condition.

20. Click **Add Item**. Repeat steps 15-19 for each item you need to add.

21. Select **Notes**.
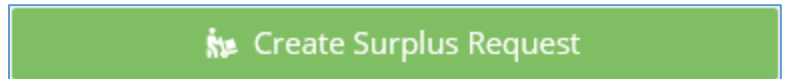
22. Add any notes about the pickup request to the **Notes field**.

23. Click **Save**.

24. Click **Back to List**.

25. The pickup request is will show up in Pending Surplus Requests.
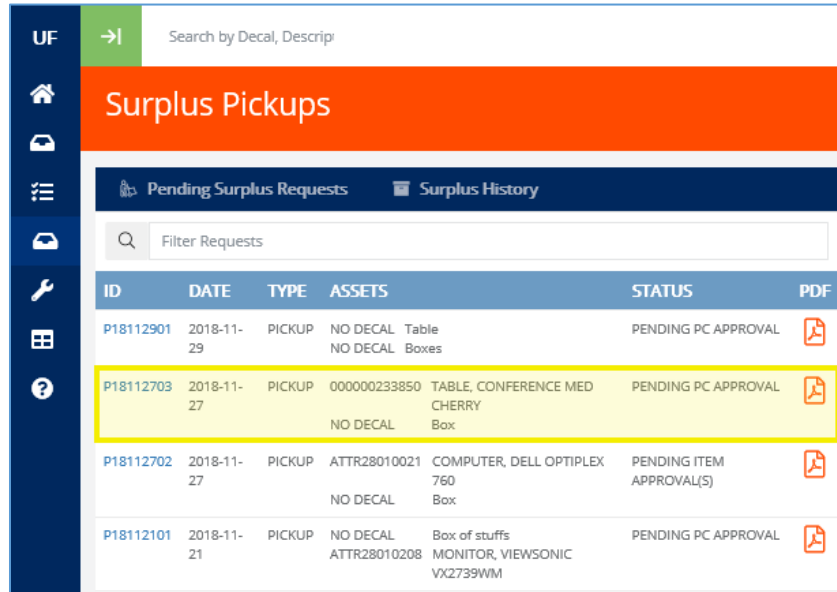
CHECK THE STATUS OF A REQUEST

1. In the left hand navigation menu, select **Requests**.

2. Click **Surplus**.

3. Click Pending Surplus Requests.

   The item's status will be displayed in the Status column. Items scheduled for pickup will list the date and time of day for pickup in the Status column.

ADDITIONAL HELP

For further assistance, please e-mail property@ufl.edu, call Asset Management Services at 352-392-2556, or visit the Asset Management website.