

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.

🐅 Create Surplus Request





- 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.

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☆	Surplus Pickups													
細	b Pending Surplus Requests 🛛 🖬 Surplus History													
•	Q Filter Requests													
۴	ID		DATE	TYPE	ASSETS		STATUS	PDF						
▦	P1811	2901	2018-11- 29	PICKUP	NO DECAL Tab NO DECAL Box	ole xes	PENDING PC APPROVAL	ß						
0	P1811	2703	2018-11- 27	PICKUP	000000233850 NO DECAL	TABLE, CONFERENCE MED CHERRY Box	PENDING PC APPROVAL	ß						
	P1811	2702	2018-11- 27	PICKUP	ATTR28010021 NO DECAL	COMPUTER, DELL OPTIPLEX 760 Box	PENDING ITEM APPROVAL(S)	ß						
	P1811	2101	2018-11- 21	PICKUP	NO DECAL ATTR28010208	Box of stuffs MONITOR, VIEWSONIC VX2739WM	PENDING PC APPROVAL	ß						

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.

ID \$	DATE \$	TYPE 🗢	ASSETS		STATUS	÷ I	PDF
P18121203	2018- 12-12	BID-IN- PLACE	000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	PENDING ITEM APPROVAL(S)		Å
P18121201	2018- 12-12	PICKUP	000000211625	HANDPIECE, POWERPRO PNEUMATIC	SCHEDULED 2018-12-14 PM		Å
P18121202	2018- 12-12	PICKUP	000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	SCHEDULED 2018-12-13 AM		ß
P18112801	2018- 11-28	PICKUP	NO DECAL test	E CLEMMAR UNDER De la companya de la companya	DENIED		Å
P18112901	2018- 11-29	PICKUP	NO DECAL Tab NO DECAL Box	ole kes	PENDING ITEM APPROVAL(S)		Å

ADDITIONAL HELP

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