SURPLUS PROPERTY PICK-UP FORM INSTRUCTIONS

EDWARDSVILLE CAMPUS

Purpose:

- Document items to be sent to Surplus Property, initiate pick-up of items and to remove property from Unit's inventory (if applicable)
  - This form is back-up provided to CMS for all University property that is disposed of.

Access:

- https://www.siue.edu/its/ais/eforms/index.shtml

Instructions:

Department Information (Section 1) – work from left to right of form

- Department Contact Person:
  - <u>Individual</u> who is filling out the form and who would answer any questions concerning information on the form – (Not Department Name)
- Phone:
  - Contact Person's phone number
- From:
  - Use the drop-down menu to find your Unit name and Unit number
- Department Fiscal Officer Signature:
  - Must be digitally signed by the Unit's fiscal officer or delegate

** DO NOT SIGN IN THE SECOND FISCAL OFFICER FIELD. THAT IS FOR SURPLUS PROPERTY FISCAL OFFICER TO SIGN**

Equipment Information (Section 2)

- Type the inventory tag number in the "Inventory Tag #" field and tab.   You must put the "E" in front of the number.

  For items on the Current Inventory List; the Description, Serial number, Cost and Purchase date will auto-populate.

- If the fields do not auto-populate or an item being sent to Surplus does not have an Inventory Tag, you will need to type in the Description (i.e. Printer: Canon XT200), Serial number and, if known, the cost and purchase date.
    - A full description (item, make & model) and serial number are required.
    - Some items such as tables, chairs, etc. do not have serial numbers, so there will be exceptions.
- Either use the drop-down arrow in the "Bldg#" column or type the building number in, where the items are to be picked up.
- Tab to the "Room #" column and type in the room number where the items are located.

*****The last 2 columns, "CMS Load #" & "Prop. Cont. Use" are not for departmental use.*******

Submitting Form:

- Submit the form by clicking the "Submit by Email to: PropControl@siue.edu" button on the bottom of the form.
    - Do not scan and email the form.
    - Do not mail the form.
    - Do not email the form to Surplus Property Personnel. This creates double forms and will cause a delay in processing.

SPECIAL NOTES:

- **Departments cannot scrap or throw away items. All University property needs to be sent to Surplus.**
- **Non-University items cannot be sent to Surplus.**
- **Items are picked up "free of charge".**
- **Only items listed on the form will be picked up.**
- **Items will be scheduled for pick up once form is submitted and as time permits.**
- **Units cannot surplus inventoried items that are not on their inventory.**
- **Computers with orange and white "EI" inventory tags can only be sent to Surplus by ITS.**
- **Printer cartridges are not to be listed on this form, since they are not sent to CMS.   Please contact Scott Ettling, ext. 3378, to arrange pick-up of printer cartridges**