



SURPLUS PROPERTY SYSTEM (SPS) USER GUIDE

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System Overview

The Surplus Property System (SPS) is a property disposition system. When fully implemented, this system will allow departments to complete online requests for the equipment that is affiliated to them, virtually eliminating the need for the 3-part Equipment Disposition Form (EDF) that is currently being used. There will still be occasions to use the EDF, but they should be minimal. Equipment transactions that will be covered by online requests include 1) Turn into Surplus, 2) Move/Transfer, 3) Trade In, 4) Release of Ownership, 5) Donations to UAB, 6) Temporarily Misplaced, 7) Lost Write off, and 8) Special Bid Sales. These are all transactions that are now handled through the Equipment Disposition Form.

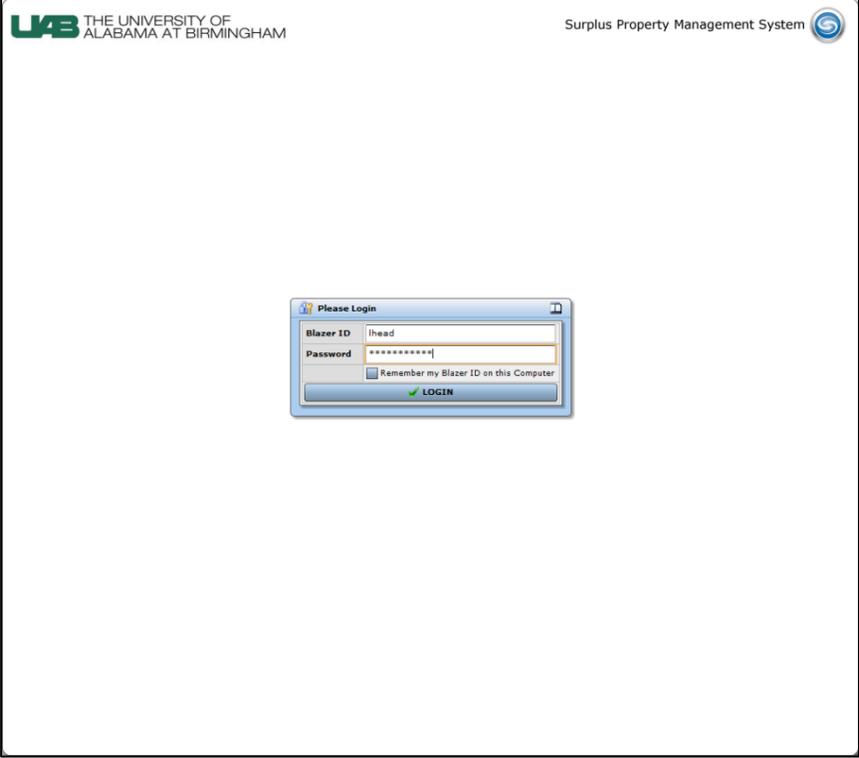
Roll-out of the system will be phased in by transaction type. The majority of equipment transactions pertain to items sent to the Surplus Warehouse (Turn into Surplus) and, relatedly, transfers back from the warehouse to departments. Turn into Surplus will be the first transaction type available to the campus. Transfers from the Surplus Warehouse are initiated by warehouse personnel, requiring only an approval from the department via an e-mail.

Key Terms

- **Surplus Property System (SPS):** The property disposition system.
- **Accountable Equipment Officer (AEO):** The primary contact for the organization/department; they will occupy the “administrator” role in the SPS.
- **Authorized Signor:** A user of the SPS. They will occupy the “manager” role in the SPS.
- **Sunflower (SF):** The equipment management system.
- **Equipment Disposition Form (EDF):** Request for the disposal of equipment. In the SPS, this document is known as a *Disposal Request*.
- **Tagged Asset:** An item that has been added to the inventory in the Sunflower system.
- **Non-Tagged Asset:** An item that has not been added to the inventory in the Sunflower system.
- **Legacy Asset:** An asset that was not migrated to Sunflower due to falling under the cap threshold or that were inactive at the time of the Sunflower migration.
- **Redeployment:** Transferring items from the UAB Surplus Warehouse for use in a department.
- **UAB Equipment Accounting:** The entity that maintains the official UAB property records for all capital equipment items. They also perform physical inventories of UAB capital equipment.
- **UAB Surplus Warehouse:** The entity that receives and inventories surplus equipment.
- **UAB Movers:** The entity that assist UAB departments with moving furniture and equipment.

Surplus Property System: Logging In

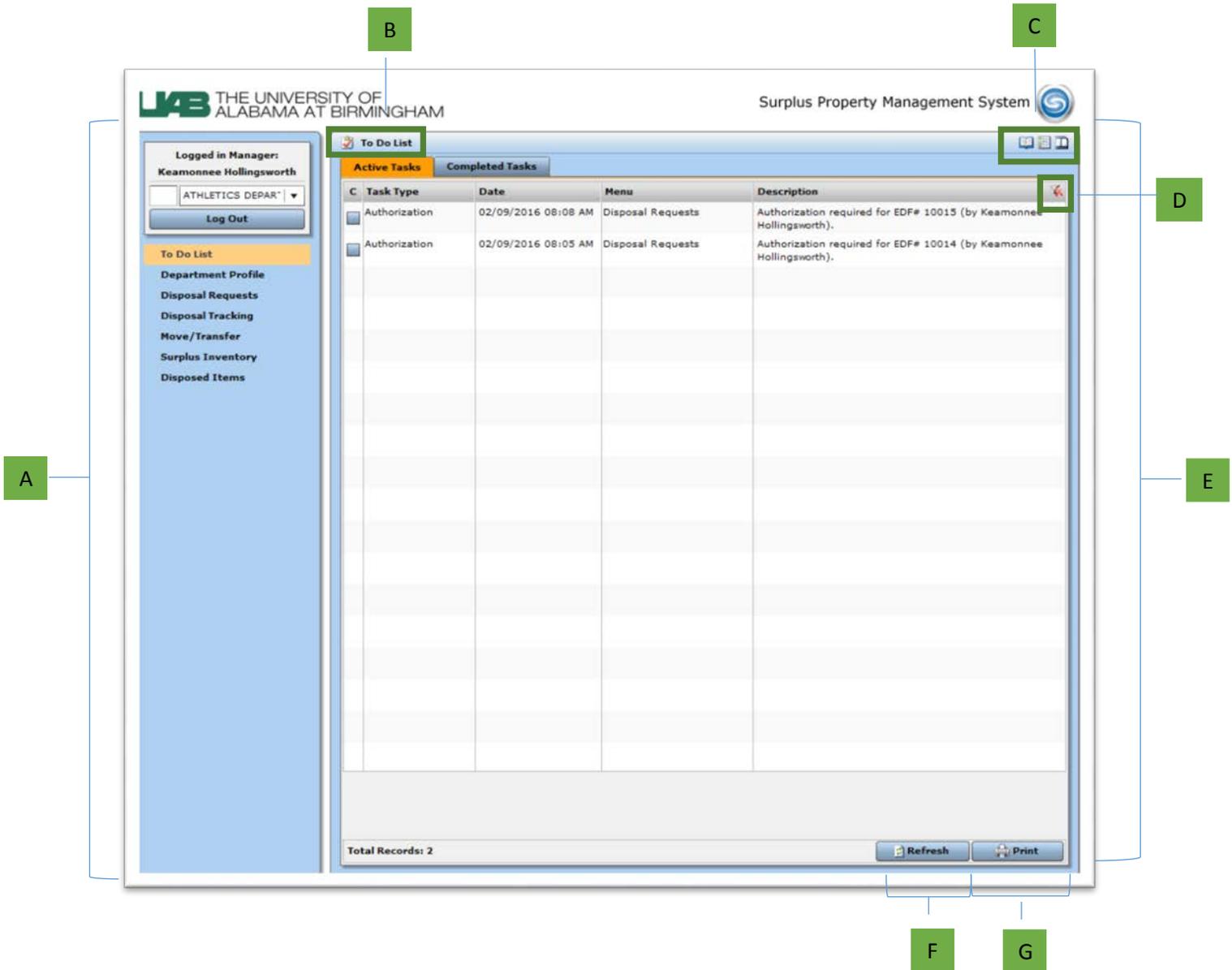
1. Go to the UAB Administrative Systems homepage <http://www.uab.edu/adminsys/> and click on the SPS button.
2. The SPS login page will appear. Enter your Blazer ID and password.



The screenshot shows the login interface for the Surplus Property Management System. At the top left is the UAB logo and the text 'THE UNIVERSITY OF ALABAMA AT BIRMINGHAM'. At the top right is the text 'Surplus Property Management System' next to a circular logo. In the center, there is a login window titled 'Please Login'. This window has two input fields: 'Blazer ID' with the value 'lhead' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Remember my Blazer ID on this Computer'. At the bottom of the window is a blue button with a green checkmark and the text 'LOGIN'.

3. Click on the **LOGIN** button.

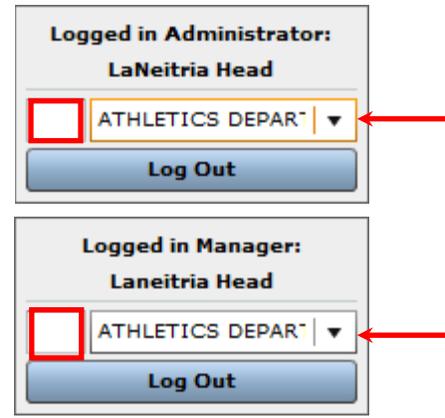
Surplus Property Management System Environment



A	Navigation Bar
B	Menu Option Title
C	Icons for Frequently Asked Questions (FAQs), Legend and Instructional Videos (Note: these options may include system functionality that UAB is not currently using)
D	Filter Data Option
E	Viewing Pane
F	Refresh Button (does not appear for all menu options)
G	Print Button (appears for all menu options)

The Navigation Bar

The Navigation Bar appears to the left of your system screen and is used to perform specific tasks, including creating and submitting disposal requests. At the top of the navigation bar, you will see your name displayed as the **Logged in Administrator** or **Logged in Manager**. *Administrator* denotes that the named person is the Accountable Equipment Officer (AEO) for the department. You can click on the down arrow to view all of the departments that you currently have access to submit requests for. You may also select the desired department by entering the organization number or organization name in the blank square located next to the department name. Entries into this box will invoke a progressive search filter which will populate the adjacent department field with all departments that meet your search criteria.



Note: Once the filter is invoked, you will only be able to select the desired department by entering the organization name or number.

After selecting the desired department, the information found in all menu options **except** Surplus Inventory will be related to the selected department.

Under your login information you will find a list of menu options which are listed below with their related descriptions.

Menu Option	Definition
To Do List	Displays tasks that require users' attention and completed tasks.
Department Profile	Displays information related to the selected department and the list of authorized users.
Disposal Requests	Allows users to find a history of previously submitted disposal requests. This is also the location where users will create new requests.
Disposal Tracking	Displays a list of created disposal requests and their current status.
Surplus Inventory	Allows users to search and view items that are currently in surplus. This option is FYI only. Contact the warehouse to find more information on listed items.
Disposed Items	Allows users to find a list of items that were sold or redeployed.

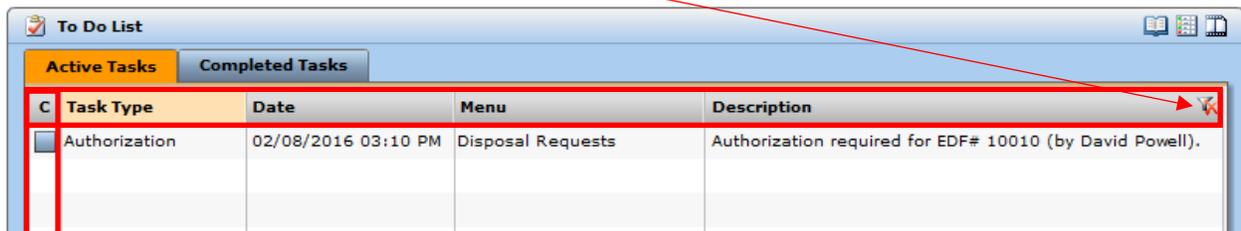
To Do List

The To Do List displays a list of tasks for your information. When this option is selected, the system will display two tabs: (a) **Active Tasks** and (b) **Completed Tasks**.

The **Active Tasks** tab will list items that may require your attention. This tab displays the task type, date of the task, the menu option under which the task was created and the description of the task. All of the displayed fields can be used to sort the information in ascending or descending order. **You will not be able to view or approve EDFs on this form.** Active Tasks only serves as a notification of things that may require your attention.

Once a task has been addressed, it is recommended that you check the **C** (completed) box so that the task will move from **ACTIVE TASKS** to **COMPLETED TASKS**. There is no other way for tasks to be moved from Active to Completed. Clicking on the **REFRESH** button at the bottom of the form updates it and reflects the task under the **COMPLETED TASKS** tab.

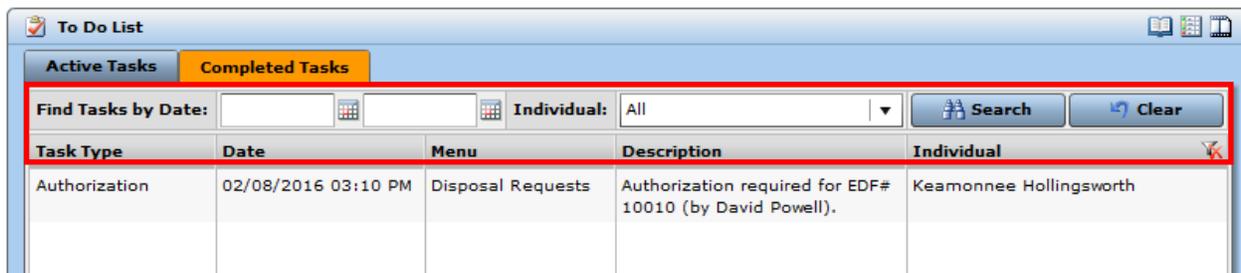
This list can also be filtered so that you can view specific items. To filter the list, click on the funnel icon that is located to the right of the **Description** column. When the filter option is enabled, you can refine your list by task type, date, menu name or description.



C	Task Type	Date	Menu	Description
<input type="checkbox"/>	Authorization	02/08/2016 03:10 PM	Disposal Requests	Authorization required for EDF# 10010 (by David Powell).

The **Completed Tasks** tab will list all of the tasks that were marked as complete. All of the displayed fields can be used to sort the information in ascending or descending order. To narrow this list, enter a specific date and/or select an authorized individual and click on the search button. Use the clear button to remove the search criteria.

This list can be filtered as well. To filter the list, click on the funnel icon that is located to the right of the **Individual** column.



Task Type	Date	Menu	Description	Individual
Authorization	02/08/2016 03:10 PM	Disposal Requests	Authorization required for EDF# 10010 (by David Powell).	Keamonnee Hollingsworth

Department Profile

The Department Profile is an inquiry-only menu option that provides information related to the selected department, including a list of all authorized department users. At the top of the form on the **View|Edit** tab you will find information related to the selected department, such as department name, department (organization) number and site location. Only the phone numbers are editable for the department.

Note: It is not possible to add a department in the SPS. Department information is updated nightly from the Workflow Approval Maintenance (WAM) form.

The screenshot shows a web application window titled "DEPARTMENT PROFILE". At the top, there is a "View|Edit" tab. Below the tab, there are several input fields and checkboxes:

- Department:** ATHLETICS DEPARTMENT ADMINISTRATION
- Department #:** 090000000
- Short Name:** (empty)
- Site:** ON CAMPUS
- Approved:**

Below these fields is a section for "Department Phones". It has a table with columns: Phone Number, Ext., Phone Type, and a "Main" checkbox. One row is visible with Phone Number 205, Ext. (empty), Phone Type "Dept. Main Phone", and the Main checkbox checked.

At the bottom of the form, there is a "Department Users" tab. Below this tab is a table with the following columns: Individual Name, Job Title, Security Level, Phone, and Email. The table contains 7 rows of data, each with a green checkmark in the first column:

A	Individual Name	Job Title	Security Level	Phone	Email
✓
✓
✓	ELSTON RITA	Manager, Equipment	Administrator	(205) 934-7697	relston@uab.edu
✓
✓	Head Laneitria	Admin Sys Instructor	Manager	(205) 975-0992	lhead@uab.edu
✓	Hollingsworth Keamonnee	Admin Sys Instructor	Manager	(205) 996-1943	knh777@uab.edu
✓	Powell David	Manager	Manager	(205) 934-3344	davpow@uab.edu

At the bottom left of the form, it says "Total Records: 7". At the bottom right, there is a "Print" button.

The bottom of the form lists the authorized users for the org on the **Department Users** tab. Department users are updated nightly from the Workflow Approval Maintenance (WAM) System AEO/Auth Signor document. The department Workflow Officer is responsible for adding and removing individuals from this document. It is not possible to add or edit the Department Users' information.

Disposal Requests (Equipment Disposition Form, EDF)

The Disposal Requests menu option allows you to search for past disposal requests as well as create new ones. The system will display two tabs: (a) **Search** and (b) **Add|Edit**.

The **Search** tab lists requests that have been submitted for the selected department. Users can search for disposal requests by entering data in the **Disposal Type** and/or **Find Disposal Requests** by fields. The functions of the **Search** and **Clear** buttons and the Filter feature remain unchanged.

The screenshot shows the 'Disposal Requests' application window. It has two tabs: 'Search' (selected) and 'Add|Edit'. The interface includes a search filter section with a 'Department' dropdown set to 'ATHLETICS DEPARTMENT ADMINISTRATION', a 'Disposal Type' dropdown set to 'All Types', and a 'Find Disposal Requests by:' dropdown set to 'Show all records'. There are 'Search' and 'Clear' buttons. Below the filters is a table with the following data:

A	Department Name	Disposal Type	EDF Date	EDF #	Status	Authorized By
	ATHLETICS DEPARTMENT AD...	Turn into Surplus	02/09/2016	10015	Pending	Hollingsworth Keamonnee
✓	ATHLETICS DEPARTMENT AD...	Turn into Surplus	02/09/2016	10014	Pending	Hollingsworth Keamonnee

The field names and related descriptions are listed the in table below.

Field Name	Definition
A	Authorized requests will have a green check mark in this column.
Department Name	Will always be the org under which the user is logged in.
Disposal Type	Currently, the "Turn into Surplus" is only available. Will include more disposal types as the system roll-out continues.
EDF Date	Date the EDF was saved in the system.
EDF #	Number assigned by the system when the EDF is saved.
Status	One of five statuses assigned to the EDF as it progresses through the system. They include: Pending, In Progress, Completed, Cancelled, and Closed. By hovering the cursor over the blue question mark, you can invoke a pop-up text box that explains the meaning of all the statuses.
Authorized By	The approver who authorized the EDF for the department.

Disposal Tracking

The Disposal Tracking menu option allows you to locate all disposal requests for your department. The system will display two tabs: (a) **Disposal Requests** and (b) **Line Items**.

The **Disposal Requests** tab lists the requests that have been entered by the selected department. Information related to each disposal request includes the disposal type, EDF number and date, the individual who authorized the request and the document status. If an EDF has been cancelled, an explanation can be found under the **Note** icon. Completed EDFs can be closed and removed from this screen by clicking on the clip board icon underneath the blue question mark column heading. Closed EDFs are still available on the Disposal Requests **Search** tab. To print the information related to the EDF, click on the magnifying glass icon.

Disposal Type	EDF #	EDF Date	Authorized By	Status	
Turn into Surplus	10010	02/08/2016	Powell David	Pending	[Print] [Help] [Delete]
Turn into Surplus	10009	02/05/2016	Head Laneitria	Pending	[Help]
Turn into Surplus	10004	02/04/2016	ELSTON RITA	Pending	[Help]
Turn into Surplus	10002	02/03/2016	ELSTON RITA	Pending	[Help]
Turn into Surplus	10001	02/03/2016	ELSTON RITA	In Progress	[Help]

The **Line Items** tab lists the item detail for each EDF listed on the Disposal Requests tab. The Comment bubble icon displays information about the item such as Location, Serial #, Manufacturer, and Model.

Disposal Type	EDF #	EDF Date	Item	Qty	Asset #	Status	
Turn into Surplus	10010	02/08/2016	COMPUTER	1	389222	Pending	[Comment]
Turn into Surplus	10010	02/08/2016	PHOTOCOPIER	1	387744	Pending	[Comment]
Turn into Surplus	10009	02/05/2016	COMPUTER	1	401272	Pending	[Comment]
Turn into Surplus	10009	02/05/2016	TABLE	1	383876	Pending	[Comment]
Turn into Surplus	10004	02/04/2016	TRANSMITTER	1	387344	Pending	[Comment]
Turn into Surplus	10004	02/04/2016	BASKETBALL GOAL	1		Pending	[Comment]
Turn into Surplus	10002	02/03/2016	COMPUTER	1	401273	Pending	[Comment]
Turn into Surplus	10002	02/03/2016	BASKETBALL GOAL	1	297148	Pending	[Comment]
Turn into Surplus	10001	02/03/2016	SOFA	1		In Progress	[Comment]
Turn into Surplus	10001	02/03/2016	COMPUTER	1	401272	In Progress	[Comment]
Turn into Surplus	10001	02/03/2016	COMPUTER	1		In Progress	[Comment]

Surplus Inventory

Surplus Inventory allows you to search and display a list of the available items that are currently listed as surplus at the UAB Surplus Warehouse. The **Find Surplus Items by** field can be used to search by Inventory #, Asset #, Item Name, Department Name, Department Number, and EDF #. When you click on the **Search** button (binocular icon), the screen displays your search results. The field names and definitions are listed below.

Department	EDF #	Item	Invnt.#	Asset #	Qty	Rsvd	Sold	Location
MICROBIOLOGY	00016	REFRIGERATOR	17227	410788	1	0	0	001
MEDICAL NURSING	00016	COMPUTER	17226	371404	1	0	0	001
WOMENS & INFANTS SERV	00016	MEDICINE PREPARATION STATIC	17225	404869	1	0	0	001
CARDIOVASCULAR SERVI	00016	SCALE	17224	289298	1	0	0	001
BMT SUPPORT	00016	BALANCE	17223	408687	1	0	0	001
CLINICAL & DIAGNOSTIC	53902	TREADMILL	17222		1	0	0	009
PERIOPERATIVE SERVICE	51626	CRYOSURGICAL UNIT	17221		1	0	0	030
MEDICAL NURSING	51626	DISINFECTOR	17220	402630	1	0	0	030
MEDICAL NURSING	51626	ANALYZER	17219	390668	1	0	0	030
MEDICAL NURSING	51626	CART	17218	377229	1	0	0	030
MEDICAL NURSING	51626	CART	17217	383262	1	0	0	030
MEDICAL NURSING	51626	CART	17216	377228	1	0	0	030
BIOCHEM & MOLECULAR C	49129	COMPUTER	17215		0	1	0	023
BIOCHEM & MOLECULAR C	49129	COMPUTER	17214		0	1	0	023
BIOCHEM & MOLECULAR C	49129	COMPUTER	17213		0	1	0	023
BIOCHEM & MOLECULAR C	49129	COMPUTER	17212		0	1	0	023
BIOCHEM & MOLECULAR C	49129	COMPUTER	17211		0	1	0	023
BIOCHEM & MOLECULAR C	49129	COMPUTER	17210		0	1	0	023
BIOCHEM & MOLECULAR C	49129	COMPUTER	17209		0	1	0	023
BIOCHEM & MOLECULAR C	49129	COMPUTER	17208		0	1	0	023
BIOCHEM & MOLECULAR C	49129	COMPUTER	17207		0	1	0	023
BIOCHEM & MOLECULAR C	49129	COMPUTER	17206	398291	0	1	0	028
BIOCHEM & MOLECULAR C	49129	COMPUTER	17205	401669	0	1	0	013
GENETICS CHAIR OFFICE	49149	COMPUTER	17204	397571	0	1	0	028
BIOCHEM & MOLECULAR C	49149	COMPUTER	17203	385803	0	1	0	028
BIOCHEM & MOLECULAR C	49149	COMPUTER	17202	394452	0	1	0	028
BIOCHEM & MOLECULAR C	49149	COMPUTER	17201	390508	1	0	0	000
MED-GENETIC & TRANSLA	49149	COMPUTER	17200	389994	1	0	0	000

Field Name	Definition
Department	Name of the Department that sent the item to the warehouse.
EDF #	The EDF number on which the item was listed
Item	The generic name of the item.
Invnt.#	The Inventory Number of the item at the warehouse.
Asset #	If applicable, the UAB property tag number of the item.
Qty	How many are available.
Rsvd	Denotes that the item is located on a pallet in the warehouse, but may still available for transfer out.
Location	The lot location of the item at the warehouse.

To find detailed information about a listed surplus item, click on the magnifying glass icon that is located to the far right of the screen. You will find an Inventory Profile that displays specific details about an item including the working condition as assessed by the sending department, Serial # (if available), Model #, and Manufacturer.

There is also a Unit Price listed for **warehouse purposes only**. The warehouse charges no fee for an item transferred to a UAB department. However, if the department requests the UAB Movers to transport the item, the Movers do charge a fee. The system offers the ability to include a picture of the item, but at this point, this functionality will not be used due to staff size at the warehouse.

Inventory #	17227	Item	REFRIGERATOR
Qty in Stock	1.00	Asset #	410788
Qty Reserved	0	Serial #	145497701140310
Condition	Fair	Model #	ISOTEMP 45CF REFRIGERATOR: LABORATORY
Unit Price	\$25.00	Manufacturer	FISHER SCIENTIFIC

REFRIGERATOR
used for sunconv test

No image available

Print with Images Print Close

Disposed Items

The Disposed Items Tracking Report lists the item disposition history for the selected department as recorded in the SPS. Users may search by EDF #, Inventory #, and Asset #.

Note: This list will only display items that have been sold or redeployed.

Disposed Items Tracking Report					
Find Disposed Items by:		Show all records		Search	Clear
EDF #	Pickup Date	Inventory #	Asset #	Qty	Item
009344	08/19/2014	10081	345768	1	CENTRIFUGE
009344	08/19/2014	10085	337014	1	FREEZER
009351	12/09/2014	10177	388017	1	FREEZER
011456	08/19/2014	10480		1	RACK
011850	08/21/2014	10605	306867	1	DESK
011850	08/21/2014	10606	309918	1	CABINET
011850	08/19/2014	10607		1	CURRENCY COUNTER
013059	08/20/2014	10540	382725	1	FREEZER
013858	08/19/2014	10082	317920	1	CENTRIFUGE
015394	12/09/2014	10153	383636	1	REFRIGERATOR
015400	08/19/2014	10329	279353	1	FREEZER
015582	08/20/2014	10573		1	BATH
015582	08/20/2014	10574		1	CENTRIFUGE
016456	08/19/2014	10499	351679	1	PATIENT MONITORING EQUIPMENT
017264	08/21/2014	10639	400417	1	PHOTOCOPIER
018479	08/19/2014	10198		6	CREDENZA
018479	12/09/2014	10198		7	CREDENZA
018479	01/09/2015	10198		2	CREDENZA
018479	03/23/2015	10198		1	CREDENZA
018479	04/28/2015	10198		4	CREDENZA
018479	06/26/2015	10198		1	CREDENZA
018479	06/30/2015	10198		1	CREDENZA
018479	07/21/2015	10198		3	CREDENZA
018481	08/19/2014	10011		34	CABINET
018481	08/20/2014	10011		4	CABINET
018481	08/28/2014	10011		15	CABINET
018481	12/09/2014	10011		31	CABINET
018481	12/10/2014	10011		2	CABINET
018481	12/15/2014	10011		11	CABINET

1 2 3 4 5 >>

Total Records: 837 Print

Creating a “Turn into Surplus” Disposal Request: Non-Tagged Assets



Before creating a “Turn into Surplus” disposal request, Please be aware that the warehouse closes periodically for surplus auctions. Assets delivered during this period of closure will not be accepted. If *UAB Movers* is selected as the pickup type, they will contact the department to schedule a mutually convenient time. If the pickup type is *Non-UAB Mover* or *Self-Delivery*, then the department must coordinate delivery with the Surplus Warehouse by calling (205)934-3344.

1. Select the desired department for this request by clicking on the down arrow in the field that contains the department name. If you only have access to one department, that department’s name will be visible.

Logged in Manager:
Laneitria Head
SCHOOL OF PUBLI
Log Out

2. Click on the **Disposal Requests** menu option located on the Navigation Bar.
3. When the **DISPOSAL REQUESTS** screen appears, click on the **Add|Edit** tab.
4. Click on the **New** button located at the bottom of the screen. At the top of the screen, the option *Turn Into Surplus* should already be displayed in the **Disposal Type** field.
5. The **Contact Person** field will default to the person who is currently logged in. To select another departmental contact, click on the down arrow.
6. Choose the method of delivery by clicking on the down arrow in the **Pickup Type** field.

Department	ATHLETICS DEPARTMENT ADMINISTRATION	Contact Person	Head Laneitria		
Disposal Type	Turn into Surplus	EDF #	EDF Date	06/15/2015	Status
Pickup Type	UAB Movers				

7. Enter the UAB building code in the **Building** field to indicate the current location of the item. The adjacent field will be populated with building names that match your search criteria. Click on the desired building name.
8. Enter the room number in the **Room** field.
9. Click in the **Item** field and a list of items will be displayed to choose from. In the “Search keywords” field, key in the entire or part of the name of the item. When the item name is displayed, click on the name and click on “Select” at the bottom of the box. If the item you are looking for is not available on the drop down, choose the item name that most closely resembles what you want to surplus.

Note: If you are turning in a group of like items for surplus (i.e., box or pallet), choose the item name that best describes the items.

10. Enter the quantity of this item that is to be turned into surplus in the Qty field. The default quantity value in this field is 1. This value can be changed if applicable.

11. Click on the down arrow in the **Condition** field and select the current condition of the item.

DISPOSAL REQUEST LINE ITEMS				
Building	Room	Item	Qty	Condition
<input type="text"/>	<input type="text"/>	<input type="text"/>	1	Select: <input type="text"/>
Asset #	Serial #	Model #	Additional Information	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

12. If you have the item's serial number, model number and/or manufacturer name, enter this information in the applicable field(s).

If you are turning in a group of like items (i.e., box or pallet), list the items in detail in the **Additional Information** field.

13. Click on the **Save Line Item** button. This will add the item to the display located at the bottom of the screen.

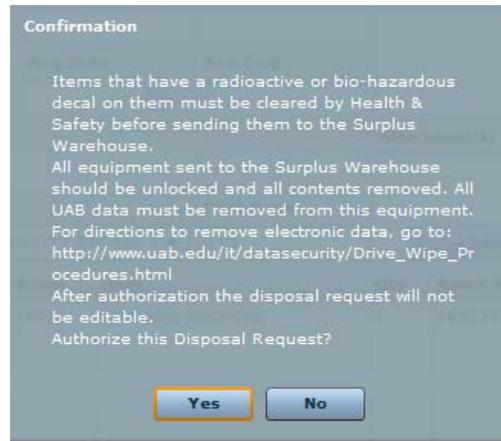
Manufacturer	Acq.Date	Acq.Cost		
PELLERIN L	12/11/1995	6595.00		
			Attachment(s)	
Destination Building	Dest.Room			
USW: UNIVERSITY STORES	115			

14. Follow steps 7-13 to add additional items to this request if applicable.

15. When you are finished adding your items to this request, click on the down arrow in the **Authorized By** field and select your name. If you are not the authorized signor, select that person from the list.

Authorized By	Head Laneitria	Auth.Date	<input type="checkbox"/> Authorized
---------------	----------------	-----------	-------------------------------------

16. If you selected your name as the authorized signor, click the **Authorized** checkbox. A **Confirmation** box will appear; please read it carefully. Click **Yes** to authorize the request.



17. If you selected another person as the authorized signor, click on the **Save** button found at the bottom of the form. The selected signor will receive an email notification prompting them to sign into the SPS so that they can respond to the request.

Creating a “Turn into Surplus” Disposal Request: Tagged Assets (Owning Dept)



Before creating a “Turn into Surplus” disposal request, Please be aware that the warehouse closes periodically for surplus auctions. Assets delivered during this period of closure will not be accepted. If *UAB Movers* is selected as the pickup type, they will contact the department to schedule a mutually convenient time. If the pickup type is *Non-UAB Mover* or *Self-Delivery*, then the department must coordinate delivery with the Surplus Warehouse by calling (205)934-3344.

1. Select the desired department for this request by clicking on the down arrow in the field that contains the department name. If you only have access to one department, that department’s name will be visible.

2. Click on the **Disposal Requests** menu option located on the Navigation Bar.
3. When the **DISPOSAL REQUESTS** screen appears, click on the **Add|Edit** tab.
4. Click on the **New** button located at the bottom of the screen. At the top of the screen, the option *Turn Into Surplus* should already be displayed in the **Disposal Type** field.
5. The **Contact Person** field will default to the person who is currently logged in. To select another departmental contact, click on the down arrow.
6. Choose the method of delivery by clicking on the down arrow in the **Pickup Type** field.

7. Click on the down arrow in the **Condition** field and select the current condition of the item.

Building	Room	Item	Qty	Condition
Select: ▼			1	Select: ▼
Asset #	Serial #	Model #	Additional Information	

8. Enter the asset identifier number in the **Asset #** field and press the **Tab** key on your keyboard to update the form. The following fields will be auto-populated: Building, Room, Item, Serial #, Model #, Manufacturer, Acq. Date and Acq. Cost.

Note: The Building and Room fields will be populated with the last known location per the Equipment Accounting System. If this is not where the asset is to be picked up for surplus, then the building and room number should be changed. If this is a Legacy asset (i.e. it was not migrated to the current equipment system), then the Building and Room number must be entered, it will not auto-populate.

- Click on the **Save Line Item** button. This will add the item to the display located at the bottom of the screen.

DISPOSAL REQUEST LINE ITEMS					
Building	Room	Item	Qty	Condition	
SW: SPAIN TOWER #SW, 50	W106	CONSOLE	1	3 - Fair	
Asset #	Serial #	Model #	Additional Information		Images(s)
358572		UNKNOWN CONSC			
Manufacturer	Acq.Date	Acq.Cost	Attachment(s)		
MANUFACT	12/13/1995	2110.38			
Destination Building		Dest.Room			
Select:			<input type="button" value="Save Line Item"/> <input type="button" value="Cancel"/> <input type="button" value="Clone Last Item"/>		

- Follow steps 7-9 to add additional items to this request if applicable.
- When you are finished adding your items to this request, click on the down arrow in the **Authorized By** field and select your name. If you are not the authorized signor, select that person from the list.

Authorized By	Head Laneitria	Auth.Date	<input type="checkbox"/> Authorized
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- If you selected your name as the authorized signor, click the **Authorized** checkbox. A **Confirmation** box will appear; please read it carefully. Click **Yes** to authorize the request.

Confirmation

Items that have a radioactive or bio-hazardous decal on them must be cleared by Health & Safety before sending them to the Surplus Warehouse.

All equipment sent to the Surplus Warehouse should be unlocked and all contents removed. All UAB data must be removed from this equipment. For directions to remove electronic data, go to: http://www.uab.edu/it/datasecurity/Drive_Wipe_Procedures.html

After authorization the disposal request will not be editable.

Authorize this Disposal Request?

- If you selected another person as the authorized signor, click on the **Save** button found at the bottom of the form.

Creating a “Turn into Surplus” Disposal Request: Tagged Assets (Non-Owning Dept)



Before creating a “Turn into Surplus” disposal request, Please be aware that the warehouse closes periodically for surplus auctions. Assets delivered during this period of closure will not be accepted. If *UAB Movers* is selected as the pickup type, they will contact the department to schedule a mutually convenient time. If the pickup type is *Non-UAB Mover* or *Self-Delivery*, then the department must coordinate delivery with the Surplus Warehouse by calling (205)934-3344.

1. Select the desired department for this request by clicking on the down arrow in the field that contains the department name. If you only have access to one department, that department’s name will be visible.

2. Click on the **Disposal Requests** menu option located on the Navigation Bar.
3. When the **DISPOSAL REQUESTS** screen appears, click on the **Add|Edit** tab.
4. Click on the **New** button located at the bottom of the screen. At the top of the screen, the option *Turn Into Surplus* should already be displayed in the **Disposal Type** field.
5. The **Contact Person** field will default to the person who is currently logged in. To select another departmental contact, click on the down arrow.
6. Choose the method of delivery by clicking on the down arrow in the **Pickup Type** field.

7. Click on the down arrow in the **Condition** field and select the current condition of the item.

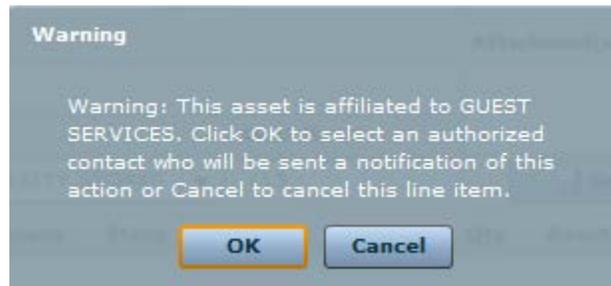
8. Enter the asset identifier number in the **Asset #** field and press the **Tab** key on your keyboard to update the form. The following fields will be auto-populated: Building, Room, Item, Serial #, Model #, Manufacturer, Acq. Date and Acq. Cost.

Note: The Building and Room fields will be populated with the last known location per the Equipment Accounting System. If this is not where the asset is to be picked up for surplus, then the building and room number should be changed. If this is a Legacy asset (i.e. it was not migrated to the current equipment system), then the Building and Room number must be entered, it will not auto-populate.

9. Click on the **Save Line Item** button.

DISPOSAL REQUEST LINE ITEMS					
Building		Room	Item	Qty	Condition
SW: SPAIN TOWER #SW, 50		W106	CONSOLE	1	3 - Fair
Asset #	Serial #	Model #	Additional Information		Images(s)
358572		UNKNOWN CONSC			
Manufacturer	Acq.Date	Acq.Cost			
MANUFACT	12/13/1995	2110.38			
Attachment(s)					
Destination Building		Dest.Room			
Select:					
			Save Line Item	Cancel	Clone Last Item

10. A **Warning** box will appear indicating the department in which the asset is affiliated. Click **OK** to select an authorized contact.



11. Click on the down arrow to select the departmental contact person for the owning department.



12. Click on the **Close** button.

13. Click on the **Save Line Item** button. This will add the item to the display located at the bottom of the screen.

Note: An FYI e-mail notification will be sent to the selected departmental contact person indicating that the asset is being sent to the warehouse for surplus.

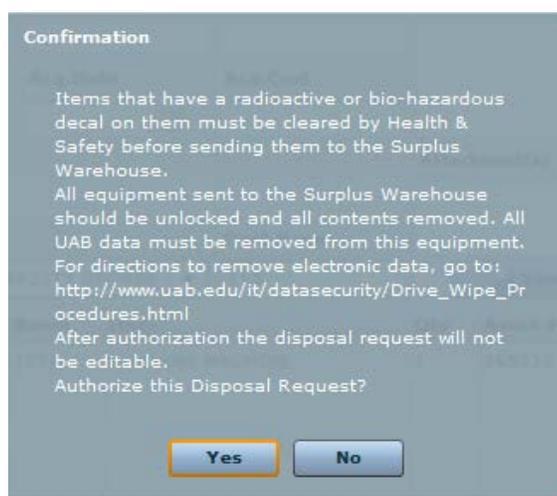
14. Follow steps 7-13 to add additional items to this request if applicable.

15. When you are finished adding your items to this request, click on the down arrow in the **Authorized By** field and select your name. If you are not the authorized signor, select that person from the list.



The screenshot shows a form with a table-like structure. The first row has a header 'Authorized By' and a dropdown menu containing 'Head Laneitria'. A red arrow points to the dropdown arrow. To the right of the dropdown is a small icon of a mobile phone. The second row has a header 'Auth.Date' and a checkbox labeled 'Authorized'. The 'Authorized' checkbox is highlighted with a red rectangular box.

16. If you selected your name as the authorized signor, click the **Authorized** checkbox. A **Confirmation** box will appear; please read it carefully. Click **Yes** to authorize the request.



The confirmation dialog box has a title 'Confirmation'. The text inside reads: 'Items that have a radioactive or bio-hazardous decal on them must be cleared by Health & Safety before sending them to the Surplus Warehouse. All equipment sent to the Surplus Warehouse should be unlocked and all contents removed. All UAB data must be removed from this equipment. For directions to remove electronic data, go to: http://www.uab.edu/it/datasecurity/Drive_Wipe_Procedures.html After authorization the disposal request will not be editable. Authorize this Disposal Request?'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a yellow border.

17. If you selected another person as the authorized signor, click on the **Save** button found at the bottom of the form.

Creating a “Turn into Surplus” Disposal Request: Tagged Legacy Assets



Before creating a “Turn into Surplus” disposal request, Please be aware that the warehouse closes periodically for surplus auctions. Assets delivered during this period of closure will not be accepted. If *UAB Movers* is selected as the pickup type, they will contact the department to schedule a mutually convenient time. If the pickup type is *Non-UAB Mover* or *Self-Delivery*, then the department must coordinate delivery with the Surplus Warehouse by calling (205)934-3344.

1. Select the desired department for this request by clicking on the down arrow in the field that contains the department name. If you only have access to one department, that department’s name will be visible.

2. Click on the **Disposal Requests** menu option located on the Navigation Bar.
3. When the **DISPOSAL REQUESTS** screen appears, click on the **Add|Edit** tab.
4. Click on the **New** button located at the bottom of the screen. At the top of the screen, the option *Turn Into Surplus* should already be displayed in the **Disposal Type** field.
5. The **Contact Person** field will default to the person who is currently logged in. To select another departmental contact, click on the down arrow.
6. Choose the method of delivery by clicking on the down arrow in the **Pickup Type** field.

7. Click on the down arrow in the **Condition** field and select the current condition of the item.

8. Enter the asset identifier number in the **Asset #** field and press the **Tab** key on your keyboard to update the form. The following fields may be auto-populated: Building, Room, Item, Serial #, Model #, Manufacturer, Acq. Date and Acq. Cost.

9. Enter the UAB building code in the **Building** field to indicate the current location of the item. The adjacent field will be populated with building names that match your search criteria. Click on the desired building name.
10. Enter the room number in the **Room** field.
11. Click on the **Save Line Item** button. This will add the item to the display located at the bottom of the screen.

DISPOSAL REQUEST LINE ITEMS				
Building	Room	Item	Qty	Condition
ab AB: ADMINISTRATION BUILC ▼	102	SINK AND DRAINBOARD	1	3 - Fair ▼
Asset #	Serial #	Model #	Additional Information	Images(s)
323005				
Manufacturer	Acq.Date	Acq.Cost		
DIXIE STO ▼	04/25/1991 📅	619.00		
Destination Building			Dest.Room	
USW: UNIVERSITY STORES ▼			115	
			<input type="button" value="Save Line Item"/> <input type="button" value="Cancel"/> <input type="button" value="Clone Last Item"/>	

12. Follow steps 7-11 to add additional items to this request if applicable.
13. When you are finished adding your items to this request, click on the down arrow in the **Authorized By** field and select your name. If you are not the authorized signor, select that person from the list.

Authorized By	Head Laneitria ▼	Auth.Date	<input type="checkbox"/> Authorized
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14. If you selected your name as the authorized signor, click the **Authorized** checkbox. A **Confirmation** box will appear; please read it carefully. Click **Yes** to authorize the request.

Confirmation

Items that have a radioactive or bio-hazardous decal on them must be cleared by Health & Safety before sending them to the Surplus Warehouse.

All equipment sent to the Surplus Warehouse should be unlocked and all contents removed. All UAB data must be removed from this equipment. For directions to remove electronic data, go to: http://www.uab.edu/it/datasecurity/Drive_Wipe_Procedures.html

After authorization the disposal request will not be editable.

Authorize this Disposal Request?

15. If you selected another person as the authorized signor, click on the **Save** button found at the bottom of the form.

Task: Redeploying Surplus Items

Employees may transfer items from the Surplus Warehouse for use in their department with approval from an authorized department signor. Departments designate authorized signors by listing them on the WAM AEO/AUTH SIGNOR document. A valid UAB ID will need to be presented to Surplus Warehouse personnel before an employee is permitted to view and/or transfer out items. Once a selection is made, the employee will need to have the organization number for the receiving department. Surplus Warehouse personnel will then complete an online transfer order that generates an approval e-mail sent to a designated authorized signor. This e-mail will contain a link to approve or deny the transfer order. See below example. **No item can be taken from the warehouse until the authorized signor approves the transfer order.** Transfer Orders to be delivered by the UAB Movers will be forwarded to them for scheduling with the department.

Surplus Property Management System

Transfer Order Number XXXXX

A member of your department has ordered the following items from the surplus property warehouse. Please click one of the links below to approve or deny this order. Call the Surplus Warehouse at 934-3344 if you have any questions regarding this transfer.

Thank you.

Item: INCUBATOR

Inv.Number: 13657

Qty. 1

Click here to approve this order:

[Approve](#)

Click here to deny this order:

[Deny](#)

Thank you.

Editing Disposal Requests

Deleting Line Items

Note: You can only delete items on requests that are still open for edit. Once the request has been authorized, it is no longer editable for the user. At that point, only the UAB Warehouse or the UAB Movers will have the ability to delete items from the request.

To delete an item entered in error, follow the steps listed below:

1. Click on the garbage can icon that is located to the right of the line item.

Correcting Line Items

1. Click on the line that you wish to correct. The detail information related to the line will be available for edit.
2. Make your corrections.
3. Click on the **Save Line Item** button.

Deleting EDF Lines

If a department decides to keep an item scheduled for pickup or if the item never makes it to the warehouse to be received into inventory, it will be deleted from the EDF. Deletions will trigger the below e-mail to be sent to the department (contact person on the EDF) and the EDF record in the system will **not** reflect the deleted items. **Therefore, departments may want to print a copy of the EDF for their records when they originate it and retain such copy until the status of the EDF is completed.**

Surplus Property Management System	
Attn: RITAEALSTON	
Dept: PERIOPERATIVE SERVICES	
An item (STRETCHER, Asset # 312323, Serial # TAW001284) has been deleted from your Equipment Disposition 10006, because the item was not available for pickup.	
Thank you.	

Approving Disposal Requests as an Authorized Signor

1. Log into the SPS with your BlazerID & password.
2. Select the responsible organization/department.
3. Click on the **Disposal Requests** menu option.
4. Select the desired request from the list.
5. When the EDF appears, click on the **Edit** button at the bottom of the form.
6. Check the **Authorized** box.
7. Click on the **Yes** button to confirm your action.

Frequently Asked Questions

Q1: Does all equipment, even equipment that doesn't have tag numbers need to be listed on the EDF for surplus?

A1: Yes

Q2: Does everyone with a BlazerID and strong password have the ability to log into SPS?

A2: No. In addition to the BlazerID and strong password, a user will need to be an authorized signor for at least one org on the WAM AEO/Authorized Signor document.

Q3: Can anyone in our department authorize an EDF?

A3: No, only an authorized signor for your department can sign the form.

Q4: If I add a new user today via WAM, when can I expect the user to have access to the SPS?

A4: The user will have access to the SPS the next day, as the SPS is updated nightly by WAM.

Q5: What is the best way to contact the movers?

A5: By email. Send your requests to uabmovers@uab.edu. Be sure to reference the EDF number in your email.

Q6: Do we still need to submit an EDF to Equipment Accounting even if we aren't using the movers for our department move?

A6: Yes.

Q7: Will account information be available in the SPS?

A7: No.

Q8: Who will receive the emails concerning adjustments made to the EDF?

A8: The Contact Person that has been selected when the EDF is authorized will receive the email notifications.

Q9: When an authorized signor gets an email concerning an EDF, if they have access to multiple departments, how will they know which one to log into to access the EDF for approval?

A9: The email will contain the org name and number.

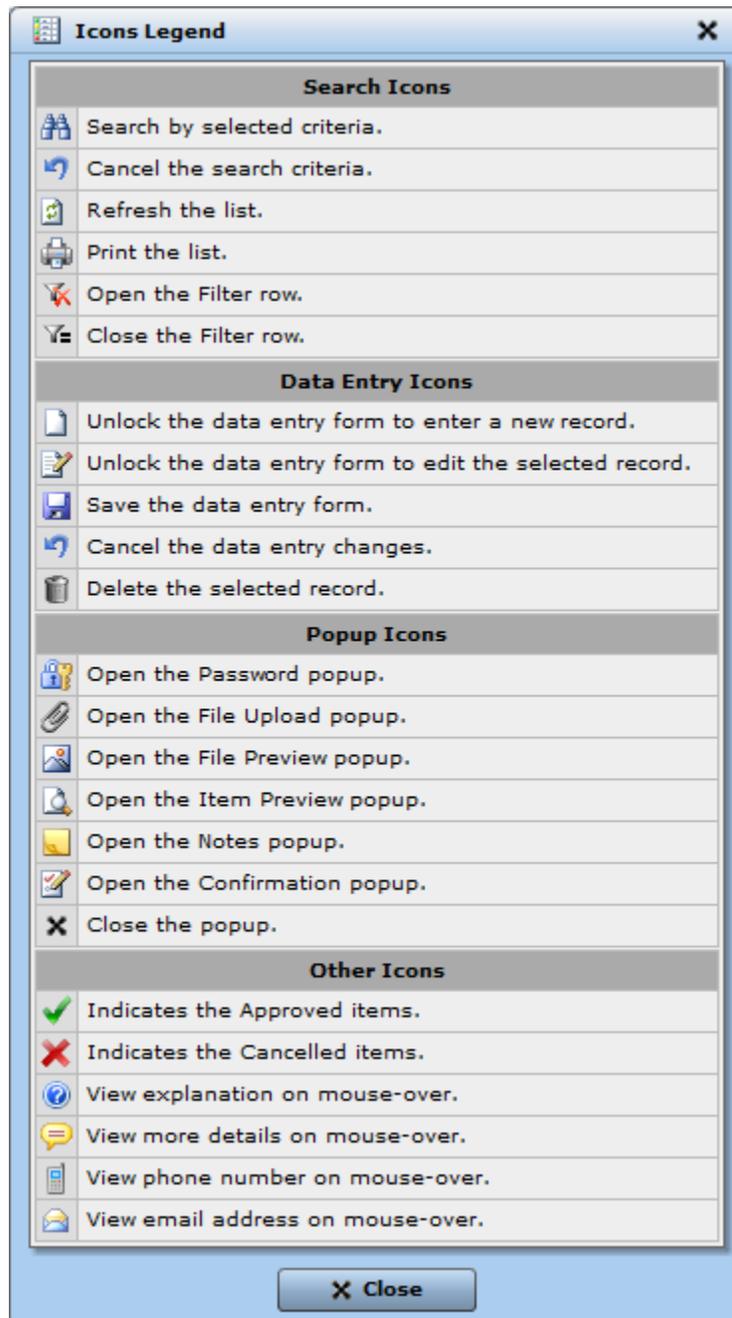
Q10: If an asset # for an item is entered by more than one person on separate EDFs, will the system alert the users that the item has already been requested to be added to surplus?

A10: No. Assets have the potential of being transferred in and out of the warehouse several times. The system must allow for this recycling.

Q11: Can items that belong to the department be listed on the same EDF as items that do not belong to the department?

A11: Yes.

Appendix A – SPS Icons Legend



Appendix B – Tables

EDF Pickup Types

Pickup Type	Description	System Message
UAB Movers	The department will be contacted by UAB Movers to schedule a convenient pickup time for the item(s).	“To ensure pickup by the UAB Movers please list all items for disposal.”
Self-Delivery	The department assumes responsibility for delivery of item(s) to the UAB Warehouse.	“Please coordinate your delivery with the Surplus Warehouse by calling 934-3344.”
Non-UAB Mover	The department uses an external moving source to pick up and transport the item(s) to the UAB Warehouse.	“Please coordinate your delivery with the Surplus Warehouse by calling 934-3344.”

EDF Condition Types

Condition	Description
Excellent	New in box or slightly used
Good	Fairly new
Fair	In working condition
Major Repair	Not working
Salvage	Can be used for parts

Appendix C – SPS System Notifications

Item Deleted from EDF

Surplus Property Management System

Attn: RITAEALSTON
Dept: PERIOPERATIVE SERVICES

An item (STRETCHER, Asset # 312323, Serial # TAW001284) has been deleted from your Equipment Disposition 10006, because the item was not available for pickup.

Thank you.

FYI Notification for Owning Department When a Non-Owning Department is Attempting to Surplus an Item

From: Surplus Property Software [<mailto:info@surpluspropertysoftware.com>]
Sent: Friday, February 05, 2016 10:30 AM
To: Keamonnee Hollingsworth
Subject: Asset belonging to your department is being sent to surplus.


Surplus Property Management System

FYI. The below asset affiliated to DENTISTRY CLINICAL AFFAIRS is being sent to surplus by Laneitria Head (lhead@uab.edu), phone)Please contact this person for further information.

EDF #: 10009
Asset Number: 383876
Asset Name: TABLE
Serial Number:
Acquisition Date: 10/28/1999
Acquisition Cost: 8730.00
Building: SDB; SCHOOL OF DENTISTRY
Room: 301B

Thank you.

Approval Notification for an Authorized Signor

From: Surplus Property Software [<mailto:info@surpluspropertysoftware.com>]
Sent: Monday, January 25, 2016 3:42 PM
To: Keamonnee Hollingsworth
Subject: Please login to the Surplus Property Application to authorize the Disposal Request EDF # 10021


Surplus Property Management System

Please login to the Surplus Property Application to authorize the Disposal Request EDF # 10021

Thank you.
Surplus.ad.uab.edu