Key Terms

**Accountable Equipment Officer (AEO)**
The primary contact for the organization/department; they will occupy the “administrator” role in the SPS.

**Asset #**
A 6-digit identifying number found on the UAB barcode tag.

**Authorized Signor**
A user of the SPS. They will occupy the “manager” role in the SPS.

**Disposal Request**
Request for the disposal of assets. *Previously this document was known as an Equipment Disposition Form (EDF).*

**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 system migration.

**Model #**
Model # assigned by the item’s manufacturer.

**Non-Tagged Asset**
An asset that has not been added to the inventory in the Sunflower system.

**Redeployment**
Transferring assets from the UAB Surplus Warehouse for use in a department.

**Serial #**
Serial # assigned by the item’s manufacturer.

**Sunflower (SF)**
The equipment management system.

**Surplus Property System (SPS)**
The property disposition system.

**Tagged Asset**
An asset that has been added to the inventory in the Sunflower system.

**UAB Asset Management**
The department that maintains the official UAB property records for all capital equipment items. They also perform physical inventories of UAB capital equipment.

**UAB Movers**
The vendor that assists UAB departments with moving assets to the Surplus Warehouse. Currently Armstrong Movers.

**UAB Surplus Warehouse**
The department that receives and inventories surplus equipment.

Disposal Request Pickup Types

**UAB Movers**
The Surplus Property Office schedules pickup and notifies the department when the pickup will occur. If there is a scheduling conflict, the SPO will work with the department to schedule a more convenient day/time.

**Self-Delivery**
The user chooses a date and time to bring items to the Surplus Warehouse. A request is created on the warehouse calendar to approve or reschedule based on availability.

**Non-UAB Mover**
The user chooses a UAB-approved vendor and coordinates delivery date and time with the Surplus Warehouse.
Disposal Status Types

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Creation of Disposal Request in progress</td>
</tr>
<tr>
<td>In Progress</td>
<td>Waiting for approval</td>
</tr>
<tr>
<td>Completed</td>
<td>Request approved and items delivered to Surplus Warehouse</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Request cancelled</td>
</tr>
<tr>
<td>Closed</td>
<td>Request has been completed on user’s To-Do List</td>
</tr>
</tbody>
</table>

Item Condition Types

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Excellent</td>
<td>New in box or slightly used</td>
</tr>
<tr>
<td>2 – Good</td>
<td>Fairly new</td>
</tr>
<tr>
<td>3 – Fair</td>
<td>In working condition</td>
</tr>
<tr>
<td>4 – Major Repairs</td>
<td>Not working</td>
</tr>
<tr>
<td>5 – Salvage</td>
<td>Can be used for parts</td>
</tr>
</tbody>
</table>