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>
	+ You will need to download the form and save it to your computer (desktop, documents, etc.)
		- When you open the form from the link above, on the top right, click on the down arrow, , to download the form and save it.

Instructions:

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

* Department Contact Person:
	+ Individual 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**