

# Surplus Property Removal Form

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## Overview

Surplus Property Removal Online Form was designed to streamline property removal process by facilitating better approval and tracking processes.

Online form consists of following sections:

- Requestor Information
- Additional Contact
- Equipment to be Removed From Department Inventory
- Comments
- Approvers
- Reimbursement MFK

## Requestor Information

This section is required. Unless there is information specified in “Additional Contact” section, requestor information will be considered as primary contact information.

Requestor Information			
Name	Phone	Department #	Department Name
John Smith	319 384 3721	0333	BUSINESS SERVICES ADMIN (MBSB)

## Additional Contact

This section is optional. But if you would like to designate another person as a primary contact for this removal request – this is a place to write them in.

Additional Contact (Optional)			
Name	Phone	Department #	Department Name
Mary Lee	319 123 4455	0333	BUSINESS SERVICES

### Equipment to be Removed From Department Inventory

This section is required; at least one item should be added for order to be submitted.

Equipment To Be Removed From Department Inventory				
<a href="#">Edit</a>	Monitor	x1	\$80.00	<a href="#">Delete</a>
<a href="#">Edit</a>	Chairs	x8	\$10.00	<a href="#">Delete</a>
Equipment Name		Quantity	Equipment Pick-Up Location	
...		1	MBSB 2222	
UI Tag Number		Serial Number		Equipment Description
Was the original purchase of this asset related to the 2008 flood recovery?				
<input checked="" type="radio"/> No <input type="radio"/> Yes				
CPU Data Wiped				
<input checked="" type="radio"/> No <input type="radio"/> Yes				
Property Value Estimation (each)				
\$0.00				
<b>If Property Value \$100 or More</b>				
Does the item work?		<input type="radio"/> No <input type="radio"/> Yes	Brand: <input type="text"/>	
Are all items complete and all pieces attached?		<input type="radio"/> No <input type="radio"/> Yes	Model Number: <input type="text"/>	
Maintenance records or manual present?		<input type="radio"/> No <input type="radio"/> Yes	Purchase Price: <input type="text"/>	
Does the department have an interested buyer?		<input type="radio"/> No <input type="radio"/> Yes		
<a href="#">Add Item to List</a>				

If property value estimation is **less than \$300** :

- Equipment Name and Pickup-Location is required
- Quantity can be more than one

If property value estimation is **more or equal to \$300** :

- Equipment Name and Pickup-Location is required
- Quantity must be ONE
  - If there are several items, they need to be added one by one
- All additional fields are required except "Purchase Price".
- **Please ensure you place a value when submitting this to Surplus if the item(s) have a value greater than \$300.**

### Comments

This section is optional. Here you could specify any special instructions regarding this removal request. For example: "Items can be picked up only on Friday mornings..."

## Approvers

This section is optional. There are two types of approvers:

Main Approvers		Additional Approvers	
ILES,CAROLYN H	May Approve	HUNTER, TERRELL	Required <a href="#">Delete</a>
PETRULEVICH,VALERIJ	Required		
		HawkID: <input type="text"/>	<input type="button" value="Add Approver"/>

- **“Main approvers”** - default approvers associated with your department for this Surplus Removal Request form. These approvers can be set/changed by your department Workflow Administrator.
- **“Additional approvers”** – any other approvers you would like to include in approval process prior the form gets to “Main approvers”.

## Reimbursement MFK

This section is optional. If you expect to be reimbursed for sold items, please provide a valid MFK.

Note: Portion of sale could be reimbursed according to University of Iowa reimbursement policy.

Reimbursement MFK (Optional)										
Fnd	Org	Dept	SubDept	GrProg	Iacct	Oacct	Dacct	Fn	Cctr	
<input type="text" value="000"/>	<input type="text" value="00"/>	<input type="text" value="0000"/>	<input type="text" value="00000"/>	<input type="text" value="00000000"/>	<input type="text" value="0000"/>	<input type="text" value="000"/>	<input type="text" value="00000"/>	<input type="text" value="00"/>	<input type="text" value="0000"/>	<input type="button" value="Submit Form"/>