Surplus Property Removal Form

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.

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.
**Equipment to be Removed From Department Inventory**

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

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”** - 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.