**Authorizing a Property Disposal Request**

1. Go to the Surplus Management System at [https://surplus.arizona.edu](https://surplus.arizona.edu)
   In order to access the system you will need to have Surplus Property staff create your username (email) and a password. *If you have questions regarding access, please call 520-621-1754.*

2. Enter your email and password

3. Next go to “Departments”

4. Then click on “Disposal Requests”

5. Any Disposal Requests that need approval will be listed—Click anywhere on the line to select

6. Request will pull up on “Add/Edit” tab

7. At the bottom of the screen – click on the “Edit” button, which will be the second one from the left

8. Select your name from the from the drop down under Authorized By

9. Click on the check box next to the word Authorized (far right)

10. A dialog box will pop up asking you to confirm authorization and the following conditions:
   a. All sensitive data, including software, has been removed from computer equipment.
   b. Equipment does not contain any radioactive materials, hazardous material, PCP, is not biologically contaminated, etc.
   c. The equipment is cleared of federal requirements and it can be disposed.
   d. After authorization the disposal request will not be editable.

11. Click Yes

12. Request is now authorized and will be sent to a queue for scheduling

13. If special consideration is needed for scheduling (different contact information, specific pick-up date, etc.) please contact Amy Rodriguez at 520-621-4774 or amyrodriguez@email.arizona.edu.