Creating 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. Next click on “Add/Edit”
6. At the bottom of the screen – click on the “New” button, which will be the first one on the left
7. In the box on the right of Department, type in the first few letters of your department name or your department number

8. Next from the drop down “Select” field, choose your Department name

9. Next select from the drop down menu the Contact Person
   (This field will be populated with only the people who are authorized to dispose of surplus property)
10. Next select the Disposal Type from the drop down menu and select “Turn into Surplus”
11. Next select the Date the items will be available for pickup (for Surplus Property Office scheduled pickups) or when the items will be dropped off at Surplus Property (for Self-Delivery) from the calendar
12. Next choose the Pickup Type – Surplus Property Office or Self-Delivery
   (In order for item to be scheduled for pickup, authorization approval must be received from designated department approval.)
13. Next select appropriate Building
   (Buildings shown are only those associated with your department profile, if another building needs to be added, please call 520-621-1754)
14. Type in Room number
(Where item is located and will be for pick up)

15. Next click on Item classification, a popup will appear

16. Next Search Keywords for a description of the item that is being disposed, then highlight correct description and click on Select (If a description is unavailable, please call 520-621-1754)

17. Choose the Condition of the item from the drop down menu

18. Choose the Qty (Quantity) of the items being disposed

19. Est. Value/Min – not required
   a. If you would like to place a minimum price on the item, enter it in this field and click the little box to the right

20. Select the Distr. Account (Distribution Account) from the drop down menu – Department Revenue Account
   (If the account number is not seen, please call 520-621-1754)

21. Provide any associated University of Arizona asset tags in the Property Tag# field
   (This would be any known items with an A tag or N tag number. If item is associated with a UA asset tag the Serial #, Model #, Manufacturer, Acq. Cost, and Description fields will auto-fill. If a UA asset tag is not associated with the item, please provide the Serial # and Model #.)

22. Provide the Serial #

23. Provide the Model # for the item being disposed

24. Provide the Manufacturer information if known – Disregard this field

25. Provide Acq. Cost (Acquisition Cost) if known – Disregard this field

26. Acq. Date (Acquisition Date) – Disregard this field

27. Proved a general Description similar to the Item classification

28. Next click on the “Save Line Item” button

29. The saved line item will appear below the “Disposal Request Line Items

30. You can continue to add additional line items to this request by following steps 13-28.

31. Once all line items are completed click on the “Save”

32. Select the authorized person’s name from the Authorized By drop down menu

33. Send an email in UAConnect (Outlook) notifying the authorizer that a Disposal Request needs their approval with the assigned DR # (system generated Disposal Request number)

34. The DR (Disposal Request) can be edited until Authorized by your departmental designee