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
- Reimbursement MFK
- Approval

Requestor Information

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

Name	Phone	Department #	Department Name	
Marv 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.

<u>Edit</u>	Monitor		x1			\$80.00		Delete
<u>Edit</u>	Chairs		х8			\$10.00		Delete
quipme	nt Name			Quantity	Equipment Pick-Up L	ocation		
				1	MBSB 2222			
l Tag N	umber	Serial Numbe	er		Equipment Descriptio	n		
as the	original purchase of this as	sset related to the 2008	flood recove	ny?				
No 🄇	Yes							
PU Dat	a Wiped				Property Value Estim	ation (each)		
🖲 No	Yes				\$0. <mark>00</mark>			
lf Pro	perty Value \$100 or M	ore						
Does	the item work?		◎ No ◎	Yes	Brand:			
Are a	Il items complete and a	II pieces attached?	◎ No ◎ '	Yes	Model Number:			
Maint	enance records or man	ual present?	© No © '	Yes	Purchase Price:			
Does	the department have a	n interested buyer?	© № © '	Yes				
							Add Itom	4. 1 1.4

If property value estimation is less than \$100 :

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

If property value estimation is **more or equal to \$100** :

- Equipment Name and Pickup-Location is required
- Quantity must be ONE
 - o If there are several items, they need to be added one by one
- All additional fields are required except "Purchase Price".

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..."

Reimbursement MFK

This section is optional. If you expect to be reimbursed for sold items, please provide a valid MFK. <u>Note</u>: Portion of sale could be reimbursed according to University of Iowa surplus reimbursement procedures.

ind Org 000 00	Dept SubDept 0000 00000	GrtProg lacct 00000000 0000	Oacct 000	Dacct 00000	Fn 00	Cctr 0000	Save Form	Submit Form
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Saving Form

By clicking "Save Form" button, your unfinished removal request will be saved. Next time you come back, you will be able to continue from the point you left off.

Approval

Once form is submitted, you will be prompted to specify approvals via Workflow Approval System. Be default you will be presented with your department approval routs, but you could change a different department if needed.

rkflow Approval Routing Selection						_
Workflow		Skip to Main Content	Self Service	Contact Us	Sign (0
You are here: Personal » Initiate Workflow Pro	cess					
nitiate Workflow Process						
You are enterin	a UI Surplus Removal Request into t	he UI Workflow System.				
Ple: If you don't see the group	se choose a workflow group from the f you wish to use, please click <u>here</u> to routing.	iollowing list. choose a different department for				
	ORG / DEPT SUB	LEVEL				
	VPFO-Cbs-Admin Group					
	Continue					
UniversityID: 00694512 EmployeeID: 1142104 Date: 1	0/14/2010 11:27 AM Finance and Operation	ns Copyright © <u>The University of Iowa</u> 2	:010. All Rights Re	eserved.		

Important: If your department is not listed in Workflow for UI Surplus Removal Form, you need to contact your department Workflow Adminsitrator and let them know that they need to setup workflow

approval path for UI Surplus Removal Request Form. If you don't know who is your workflow administrator, you can find it in your Self-Service portal:

MY SELF SERVICE	PERSONA
General	
Mnual Total Compensation Sta	atement
💮 Appointment & Salary History	
Change HawkID Password	
Change HealthCarelD Passwor	<u>d</u>
Demographics	
Emergency Contacts	
Job Information Form (JIF)	
My Classification	
My Faculty Catalog Information	
My ePersonnel File	
My HR Rep / Workflow Admin /	Dept Admin 🛛 🔫 🗕
Review Higher Education Degree	es
Review Licenses/Certifications	l
Stop Paper Mailings	
University Bill	
My Staff Council Category	

Once desired department is selected, you will be presented with the list of approvers...

Workflow Approval Kouting Selection	
Workflow Routing	
Workflow for: UI Surplus Removal Request (Transaction 2539678)	
This transaction was entered into Workflow on 10/14/2010	
The Workflow Inbox displays this basic information: 1142104 Surplus Removal Request 10157	
View the entire projected Workflow path for this form.	
WORKFLOW OPTIONS FOR: UI SURPLUS REMOVAL REQUEST (TRANSACTION 2539678)	
You are viewing all options for this form.	
Fo view Approval options only, click here. To view "Do Not Approve" options only, click here.	
You are recomposible for routing this form to its post atop, using this application	
Tou are responsible for routing this form to its next step, using this application.	
tess choice in the following splittle.	
Send to the next approval level as listed here:	
Employee ID Name Approval Level Approval Type	
1013344 ILES,CAROLININ DEPT Required	
 Serie to the next approval level plus someone non-intra alternates inst. (specify on paxt page) 	
Send to an alternate for intermediate approval.	
(specify on next page)	
Void this form, removing it completely from workflow.	
You will be asked for further confirmation.	
Continue	
WORKFLOW ATTACHMENTS	
(Attachment Help)	
In order to have access to attach documents, please attach your documents before forwarding the form.	
Use the following link to attach documents to this transaction:	
Attach Documents	

Once finished with approval routing selection, you can close approval selection window by clicking red **x** button (top right corner of the window).

What you will see next will be your Surplus Removal Request history page:

User: vpetrule Log									
New	New Removal Request Removal Request History								
Rem	oval	Reque	st History				HELP 🝞		
		Removal F	Request ID	Items	Date	Workflow Transaction ID	Approval Status		
Q	NEW	10157		1	10/14/2010	2539678	Workflow Approval Process		
Q		10129		1	10/10/2010	2534592	Declined By Workflow		
Q		10090		1	10/4/2010	2527523	Declined By Workflow		
Q		10072		1	9/2/2010	2487720	Declined By Workflow		
~		10063		1	8/18/2010	2468577	Approved		