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.

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 $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
  - 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.

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.

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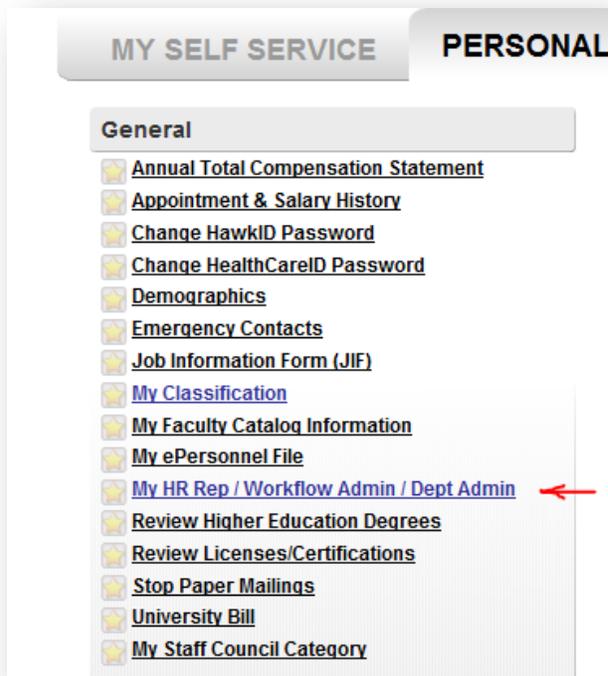
Once desired department is selected, you will be presented with the list of approvers...

Workflow Approval Routing 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.
To view Approval options only, click here. To view "Do Not Approve" options only, click here.

You are responsible for routing this form to its next step, using this application.
Please choose from the following options:

⦿ Send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
1013944	ILES,CAROLYN H	DEPT	Required
1016404	ZUMBACH,DEBORAH JO	DEPT	Required

○ Send to the next approval level plus someone from my alternates list.
(specify on next 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:

THE UNIVERSITY OF IOWA

User: **vpetrule**   Logout

| New Removal Request | Removal Request History |

Removal Request History

HELP ❓

		Removal Request ID	Items	Date	Workflow Transaction ID	Approval Status
🔍	NEW	10157	1	10/14/2010	2539678	Workflow Approval Process
🔍		10129	1	10/10/2010	2534592	Declined By Workflow
🔍		10090	1	10/4/2010	2527523	Declined By Workflow
🔍		10072	1	9/2/2010	2487720	Declined By Workflow
🔍		10063	1	8/18/2010	2468577	Approved