SURPLUS PROPERTY PICK-UP FORM INSTRUCTIONS

EDWARDSVILLE CAMPUS

Purpose:

- Document items to be sent to Surplus Property, initiate pick-up of items and to remove property from Unit’s inventory (if applicable)
  - This form is back-up provided to CMS for all University property that is disposed of.

Access:

- https://www.siue.edu/its/ais/eforms/index.shtml

Instructions:

Department Information (Section 1) – work from left to right of form

- Department Contact Person:
  - Individual who is filling out the form and who would answer any questions concerning information on the form – (Not Department Name)
- Phone:
  - Contact Person’s phone number
- From:
  - Use the drop-down menu to find your Unit name and Unit number
- Department Fiscal Officer Signature:
  - Must be digitally signed by the Unit’s fiscal officer or delegate

** DO NOT SIGN IN THE SECOND FISCAL OFFICER FIELD. THAT IS FOR SURPLUS PROPERTY FISCAL OFFICER TO SIGN**

Equipment Information (Section 2)

- Type the inventory tag number in the “Inventory Tag #” field and tab. You must put the “E” in front of the number.

For items on the Current Inventory List; the Description, Serial number, Cost and Purchase date will auto-populate.

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• If the fields do not auto-populate or an item being sent to Surplus does not have an Inventory Tag, you will need to type in the Description (i.e. Printer: Canon XT200), Serial number and, if known, the cost and purchase date.
  ○ A full description (item, make & model) and serial number are required.
  ○ Some items such as tables, chairs, etc. do not have serial numbers, so there will be exceptions.
• Either use the drop-down arrow in the “Bldg#” column or type the building number in, where the items are to be picked up.
• Tab to the “Room #” column and type in the room number where the items are located.

*****The last 2 columns, “CMS Load #” & “Prop. Cont. Use” are not for departmental use.******

Submitting Form:

• Submit the form by clicking the “Submit by Email to: PropControl@siue.edu” button on the bottom of the form.
  ○ Do not scan and email the form.
  ○ Do not mail the form.
  ○ Do not email the form to Surplus Property Personnel. This creates double forms and will cause a delay in processing.

SPECIAL NOTES:

• Departments cannot scrap or throw away items. All University property needs to be sent to Surplus.
• Non-University items cannot be sent to Surplus.
• Items are picked up “free of charge”.
• Only items listed on the form will be picked up.
• Items will be scheduled for pick up once form is submitted and as time permits.
• Units cannot surplus inventoried items that are not on their inventory.
• Computers with orange and white “EI” inventory tags can only be sent to Surplus by ITS.
• Printer cartridges are not to be listed on this form, since they are not sent to CMS. Please contact Scott Ettling, ext. 3378, to arrange pick-up of printer cartridges