

Edwardsville Campus End User Instructions

FORM – Surplus Property Pick-Up Form

Purpose: To document items to be sent to Surplus Property, to initiate pick-up of the property, and to remove property from the Unit's inventory.

Access: Access the form via this link:
<https://www.siu.edu/its/ais/eforms/index.shtml>

Instructions: Complete this form using the following instructions:

Departmental Information (Section 1): Provide basic information about the department involved in the transaction.

From Property Control Unit Title—Unit Number

Choose the appropriate Unit Name—Unit Number combination from the drop-down list.

Signature

After the form has been completed, the fiscal officer of the SIU unit listed on *From: Property Control Unit Title* should sign the form to indicate his/her approval.

By signing the form, the fiscal officer acknowledges that all institutional data and software, including operating software, have been removed from all hard disk drives, tape drives, etc, that are being transferred to Surplus Property.

Date

Enter the date the Fiscal Officer signed the form.

To Property Control Unit Title—Unit Number

This is automatically populated with the Surplus Property Unit Name and Number.

Signature

After the equipment has been brought to Surplus Property, the form should be signed by the fiscal officer of the Surplus Property Unit.

Date

Enter the date signed by the Surplus Property Fiscal Officer.

Equipment Information (Section 2): Provide basic information about the equipment which is to be picked up for Surplus Property.

Inventory Tag No.

Enter the tag number of the item of equipment item.

<i>Serial Number & Description of Items</i>	Enter the serial number and a brief description of the equipment item.
<i>Acquisition Date</i>	Enter the date (MM/DD/YY) that the equipment item was purchased.
<i>Inventory Value</i>	Enter the historical cost of the equipment item.
<i>Current Bldg</i>	Enter the 4-digit building number in which equipment item is currently located.
<i>Current Room</i>	Enter the 5-digit room number in which equipment item is currently located.
<i>Code</i>	Leave Blank. For Surplus Property use only.

Special Notes:

- Departments cannot scrap items. Broken, obsolete, or surplus items must be transferred to Surplus Property.
- Items may be picked up anytime "Free of Charge", but must have this form filled out.
- Submittal of this form will initiate pick-up of your surplus property as time permits.

Routing:

Print the form, obtain the necessary signatures, and mail to: Property Control PO Box 1002.