

## Surplus Online Pick-Up Request Form

When you have equipment (whether assets or not) that you need to get rid of, please follow the the Surplus process:

- All OSU-owned property (such as equipment, computers, furniture and vehicles) needs to go through the Surplus process for selling or recycling.
- Fill out the pick-up request form at: <http://fa.oregonstate.edu/surplus/departments-and-agencies/pick-request>
- Read the information and instructions on this page regarding the pick-up process.
- Click on the orange button at the bottom to start the request:

**Submit a Pick-Up Request**



- **MAKE SURE** whoever is filling out the form is familiar with assets and how to look for asset tags on equipment.
- If the equipment is an asset, choose "Asset #" in the Identifier drop-down list and fill in the asset number in the field below the drop-down menu:

A screenshot of a web form titled "Items for Pickup". The form has a table with columns: Room #, Category, Sub Category, Identifier, Description, Qty, Condition, and Action. There are three rows for items. The first row's Identifier dropdown is highlighted with a red box and shows "Asset #" selected. Below the dropdown is a text input field for the asset number. At the bottom of the form, there is a button "+ Add another line item", and two buttons: "Save Draft" and "Save and Submit".

- If you are not sure if something is an asset, choose "Serial #" from the drop-down and fill in the serial number.
- If the asset is a valid number and is active, the description field will automatically populate with the asset description.
- Enter each asset as a separate line item.
- If the asset number is not entered in the Identifier field, the asset will not post on the Surplus reports, and a lot more time will be spent during inventories figuring out what happened to the asset and processing a separate PDR for it.
- Fill in the rest of the form and submit it. Please keep a record of the confirmation emails received from Surplus for future reference.

Please remind your department:

**DO NOT** leave equipment heading to Surplus unattended in hallways, rooms, loading docks, etc. Contrary to popular belief, Surplus equipment is not free for the taking! If assets do not go through the proper Surplus process, it causes a lot of extra work and stress down the road.