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. **Note:** 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. By default you will be presented with your department approval routes, 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 Administrator 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...
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: