

# [Reserving Surplus Requests in myAssets]

Use this instruction guide to learn how to reserve surplus equipment using myAssets. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF's new online property management system, **myAssets**, at <https://myassets.fa.ufl.edu>

Before you buy, consider surplus equipment. There are two ways to reserve surplus equipment: equipment deemed non-usable by a department, but not yet transferred to the Surplus Warehouse, or equipment located in the Surplus Warehouse.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password

## **Reserving Equipment Deemed Unusable by Another Department Still at the Department**

- ▶ In the Dept Asset Administration menu, in the Surplus Equipment section, click the Review Department Equipment Available for Transfer link
  - ▶ Click the Description or Decal column header to sort for the type of assets for which you are looking
  - ▶ If you wish to transfer an item to your department, click the Contact name in blue

EQUIPMENT WAITING FOR PICKUP								
DECAL	DESCRIP	ACQ DATE	SERIAL	COST	REASON	PHOTOS	CONTACT	DE
Not Decaled	Dell 1701FP		47602121A423	\$0	Obsolete		Thomas,Elizabeth A.	BA
Not Decaled	HP DeskJet 960CXI		MY0BR1D1MC	\$0	Obsolete		Thomas,Elizabeth A.	BA
Not Decaled	Dell 1702FP		47605257ANN6	\$0	Obsolete		Thomas,Elizabeth A.	BA
Not Decaled	Dell 1702FP		476052AMA88A	\$0	Obsolete		Thomas,Elizabeth A.	BA
Not Decaled	HP ScanJet 6200		SG95K1129W	\$0	Obsolete		Thomas,Elizabeth A.	BA
Not Decaled	Dell 1701FP		47602121A423	\$0	Obsolete		Thomas,Elizabeth A.	BA
Not Decaled	Misc. Box		NONE	\$0	Obsolete		Thomas,Elizabeth A.	BA
Not Decaled	Dell 1702FP		47605257ANN6	\$0	Obsolete		Thomas,Elizabeth A.	BA
Not Decaled	Dell, 1702FP - Monitor		47605257ANN6	\$0	Obsolete		Thomas,Elizabeth A.	BA
4910AA177650	SERVER POWEREDGE 2600	09-JUN-03	G2ZPV21	\$7,067	Obsolete		Thomas,Elizabeth A.	BA
4910AA160331	PRINTER, LASERJET 8100 DN	12-JUL-00	USCF03332	\$3,665	Obsolete		Thomas,Elizabeth A.	BA
Not Decaled	70 x 30 desk		none	\$0	Unneeded		Houghton,Sharon A	BA
491000388123	DRYER CRITICAL POINT DCP-1	01-NOV-82	NONE	\$1,001	Worn-Out		Mckinney,Susanna L	VM

- ▶ An e-mail message to that person will open in Outlook
  - Contact them and ask that they initiate a transfer
  - Include in your request information on a particular asset(s) with your Dept ID and Program Code
  - If they initiate a transfer, the system will automatically remove the item from the surplus pick-up request

## **Reserving Equipment in the Surplus Warehouse**

- ▶ To view items currently in the Warehouse,
  - In the Surplus Equipment Warehouse section, click the Reserve Items in Warehouse link
  - You may sort by description or decal to locate the item(s) needed
  - Use the Camera icon or the Tech Info icon to obtain more information on the item

To reserve equipment, click on the checkbox next to the item you wish to reserve and click on the "Reserve Items" link at the bottom of the screen. Items will only be held for three days before being released.

SURPLUS INVENTORY LISTING									
RESERVE	DECAL	DESCRIP	ACQ DATE	SERIAL	COST	WH DATE	SHELF #	TECH INFO	PHOT
<input type="checkbox"/>	01-661895	Spectrophotometer, Quartz	01-JUN-54	77463	\$6,977	08-29-2007	E061		
<input type="checkbox"/>	01-680157	Spectrophotometer, Beck	01-JUN-68	U02295037	\$4,679	08-29-2007	E061		
<input type="checkbox"/>	AA-100157	Reader/Printer, Microfische	19-JUL-89	33308442	\$1,895	09-17-2007	C028		
<input type="checkbox"/>	AA-141056	Analyzer, Blook Gas	23-JUL-97	95050958	\$7,000	10-19-2007	E062		
<input type="checkbox"/>	HC-112574	Spectrophotometer, UV-Visible	27-AUG-93		\$10,145	10-24-2007	E061		
<input type="checkbox"/>	00-414036	Spectrophotometer, Shimadzu	01-NOV-87	124266	\$10,564	10-25-2007	E071		
<input type="checkbox"/>	00-376693	Scanner Gel -Spectrophotometer	01-JUN-80		\$1,780	11-16-2007	E061		
<input type="checkbox"/>	HC-118045	Chair, Weber Dental SJ100	06-MAR-95	69609	\$1,295	01-08-2008	FLFF		

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- ▶ To reserve an item(s),
  - Click the Reserve Items link next to the item(s) you wish to reserve
  - myAssets will send you and the Surplus Warehouse a notification that the item(s) have been reserved
  - The Warehouse will hold the item for three working days
  - The Warehouse is open only on Monday and Wednesdays from 10 am to 2 pm
  - View items at the warehouse at <http://fa.ufl.edu/am/surplus> if you do not have access to myAssets
  - Departments should test equipment before transferring from the warehouse

**Note:**

All transfers must be approved by the Department Custodian. If there are any pending approvals for your department, you will not be able to pick up surplus equipment until approvals have been received.

If a department has not finished their Annual Inventory by the deadline date, they will not be allowed to reserve or pick up surplus equipment until this task has been completed.

- ▶ For further assistance contact the Surplus Warehouse at (352) 392-0370.