

# [Surplus Property Pick-up Requests in myAssets]

Use this instruction guide to learn how to request surplus equipment pick-up. This includes all unneeded furniture and equipment (regardless of cost) and **ALL** electronic items (regardless of size).

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>

**Please be aware that it can take up to 14 days for the items to be picked up by the Surplus Warehouse staff. The UF Warehouse staff will contact you when the pick-up has been scheduled.** You may choose to have the equipment you requested to be picked up displayed on the various available surplus property lists. This will allow other departments to request usage of the equipment before it will be transported to the warehouse. Assets for pick-up under five years old require an explanation.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Manage Assets section, click the Report of Survey – Surplus Pick-up Request link
  - ▶ Enter the Tag number to retrieve the information for the asset to be picked-up

*Please note that it can take up to 14 days before equipment is picked up.*

**UNIVERSITY OF FLORIDA  
SURPLUS PROPERTY PICK-UP REQUEST**

**Request Date:** 01-31-2009      **Requestor:** Preisler, Marianne W , Coordinator 2, Human Resource Services  
**Department:** HR-TRAINING-DEVELOPMENT      **Location:** 0157 BEN HILL GRIFFIN STADIUM , Room Q326

**TAG:**  [ADD](#) [ADD NON-DECALED ITEM TO REQUEST](#)

TAG	DESCRIPTION	SERIAL #	ACQ DATE	ACQ COST	LOCATION	REASON	EXPLAIN	PHOTOS	REMOVE	
<input checked="" type="checkbox"/>	000000216013	COMPUTER, DELL OPTIPLEX GX620	285XV81	11-18-2005	\$1,205.86	HUMAN RESOURCES BUILDING 201	<input type="text" value="Select One"/>			
<input checked="" type="checkbox"/>	000000216015	COMPUTER, DELL OPTIPLEX GX620	F75XV81	11-18-2005	\$1,205.86	HUMAN RESOURCES BUILDING 201	<input type="text" value="Select One"/>			

If items are under 5 years old an explanation is required. Click on the to enter an explanation.

Checked items will be displayed on the "Available Surplus Property" listing.  
Other departments may contact you to initiate a transfer before Asset Management picks up the equipment.

1. Are any of the above items on the Equipment Maintenance Program?  Yes  No

2. Do any of the above items contain Freon?  Yes  No  NA

3. Are any of the above items contaminated or pose a health hazard?  Yes  No  NA

4. Has software/data on all electronic devices/media above been properly destroyed?  Yes  No  NA

5. Are you delivering the items to the warehouse?  Yes  No

6. If the items above are not picked up by another UF Department, please choose the preferred State, Federal or Non-Profit Agency for donation:  
Agency:


7. Please provide any additional notes about this request:

I request relief from accountability for the property described above and certify that the information contained within this request is accurate to the best of my knowledge.

SUBMIT REQUEST

- ▶ Select a reason for this request from the Reason dropdown for each asset
- ▶ Items under five years old require an explanation
  - Click the Explain bubble to enter a note
- ▶ Click the Photo icon to attach a photo from your computer of the asset

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- ▶ You may also add non-decaled items to this request by clicking the “Add Non-Decaled Item to Request” link
- ▶ **The items checked in the  column will be displayed in the “Review Department Equipment Available for Transfer” listing**
  - Departments wishing to use the equipment may contact you for a transfer
  - If you do not wish to be contacted, unclick this box
- ▶ Answer the questions at the bottom of the form:
  - Are any of the above items on the Equipment Maintenance Program?
  - Do any of the above items contain Freon? **If item has Freon, a link to the Refrigerant Recovery form will display which will need to be completed.**
  - Are any of the above items contaminated or pose a health hazard? **If an item has biohazardous materials, a link will display for the Biohazard Equipment Decontamination Certification form from EHS for completion.**

1. Are any of the above items on the Equipment Maintenance Program?  Yes  No

2. Do any of the above items contain Freon?  Yes  No  NA  
[Refrigerant Recovery Process - Required Form](#)

3. Have any of the above items been used to store or contain biohazardous materials, or radioactive materials?  Yes  No  NA  
A copy of the [EH&S biohazard decontamination certification form](#) must be filled out and faxed to Asset Management!

4. Has software/data on all electronic devices/media above been properly destroyed?  Yes  No  NA

- Has software/data on all electronic devices/media above been properly destroyed?
  - Are you delivering the items to the warehouse?
  - If the above items are not picked up by another UF Department, please choose the preferred State, Federal or Non Profit Agency for donation
  - Please provide any additional notes about this request
- ▶ Check the box at the bottom to certify the information on this request is correct and you request “relief from accountability” to these items
  - ▶ Click the Submit link to submit the request
  - ▶ For further assistance contact the Surplus Warehouse at (352) 392-0370.