Brigham Young University – College of Life Sciences

Procedure for Sending Items to University Surplus

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To assist in management of surplus items in the college, the College of Life Sciences employs an online tool/form maintained by the university Office of Information Technology (OIT). While this tool is primarily used to track surplus computer equipment, it can also be used for campus-wide surplus management and tracking, including non-computer equipment, furniture, and other items.

Submitting an online Surplussing request
Surplus equipment and items are submitted through the online form maintained by OIT, https://itsurplus.byu.edu/campus-surplus. To submit an item as surplus, follow these steps:

1. Fill out the requested information in the online form which includes attaching a photo of the item. This photo includes a typed label indicating "**ELLB MOVING**" and is taped to the item(s). In addition, this photo is to also include the corresponding ICN tag(s), if applicable.
2. In the area for Other Email, include the Department Business Manager's email address.
3. Once the information has been entered then print to PDF a copy of the request for the department records.
4. Submit the request.
5. Once the request has been submitted then the following will be notified:
   a. Requestor
   b. College Facilities Manager
   c. College Controller
   d. Department Business Manager
   e. OIT Surplus
6. If possible, deliver the item you are requesting to be surplused to a central location in your building for pickup. Coordinate this location with the College Facilities Manager.
7. The online system will route the request for Non-Tracked Items (without an ICN) or Tracked Items (with an ICN).

Non-Tracked Items (No ICN)
1. After the request has been submitted, the online system will create a Microsoft Teams task for the Moving Services secretary, who will then input the request into the system to create a service request number.
2. The secretary will acknowledge that they have received the request and that they are coordinating with the appropriate Moving Services staff to pick up the surplus item(s) from the designated location.

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3. Once the surplus item(s) has been picked up, a hard copy of the service request form will be delivered to the Moving Services secretary who will then update the request in the system and close the work order, which will trigger a notification email to the following indicating the item(s) was picked up:
    a. Requestor
    b. College Facilities Manager
    c. College Controller
    d. Department Business Manager
    e. Moving Secretary
4. The surplus item(s) may be sold, repurposed elsewhere on campus, or discarded.
5. Each Department is to retain copies of this email notification for documentation purposes to show the item(s) was delivered to OIT-Surplus.

Tracked Items (Has ICN)
1. After the request has been submitted, the online system will create a Microsoft Teams task for OIT Surplus, who will import the tracked items into its database and resolve any issues with item descriptions or other information included in your request form. OIT Surplus will then assign the task to the Moving Services team.
2. The Moving Services secretary will review the task in Microsoft Teams and input the request into their system to create a service request number. The secretary will acknowledge that they have received the request and that they are coordinating with the appropriate Moving Services staff to pick up the surplus item(s) from the designated location.
3. Once the surplus item(s) has been picked up, a hard copy of the service request form will be delivered to the Moving Services secretary. They will then update the request in the system and close the work order, which will trigger a notification email to the following indicating the item(s) was picked up:
    a. Requestor
    b. College Facilities Manager
    c. College Controller
    d. Department Business Manager
    e. Moving Secretary
4. Once OIT Surplus has received the item(s), they will scan them into the OIT database and generate a receipt. A copy of this receipt will be sent to:
    a. Requestor
    b. College Facilities Manager
    c. College Controller
    d. Department Business Manager
    e. Moving Secretary
    f. Asset Management Accountant
5. The Department is to retain copies of this receipt for documentation purposes to show the item(s) was delivered to OIT-Surplus.
6. Once the item(s) is sold, salvaged, or repurposed, OIT Surplus will notify Asset Management so the item(s) can be updated in the Asset Management Inventory System. Asset Management will then notify via email the following:
    a. Requestor
    b. College Facilities Manager
    c. College Controller
    d. Department Business Manager