



WEBER STATE UNIVERSITY

PROPERTY CONTROL

HOW TO SUBMIT A SURPLUS PICKUP REQUEST

Surplus Pickup Requests can be submitted using the Surplus Pickup Form.

To submit a surplus pickup request using our Surplus Pickup Form, [click here](#). If the link does not work, you can access the form by navigating to the Property Control website at https://www.weber.edu/financialservices/property_control.html, then click on the Surplus Form.

Instructions For Filling Out the Form

* See the next page for an image of the web form with more detailed information about each section noted in **RED** text.

- Fill out the following required fields in the "Submitter's Information" section:

- Submitter's Name (Auto filled)
- Submitter's Email (Auto filled - Can edit)
- Supervisor's Email
- Phone
- Department

- Next is the "Fees" section. This is an optional field.

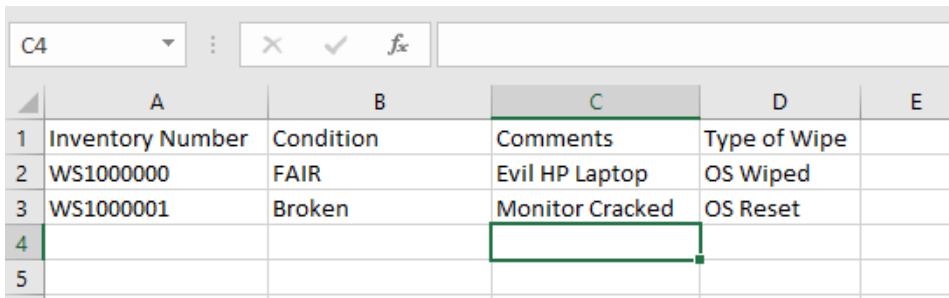
Please input your 6 digit cost code/index for any fees you know of that will be charged back for services/fees incurred for disposing of your surplus property.

- Last section is the "Details" section. You can now upload a file (max of four) with a list of assets in addition to inputting individual assets. Upload files first.

Fill out these fields when uploading a file or adding individual assets:

- WSU Inventory Number (if applicable - white or purple tags)
- Item Description (Not used for file uploads)
- Item Condition (Not used for file uploads)
- Item Location
- Comments (not required)
- Type of Clean/Wipe (only required for technology that can store data)

Example Asset List File (Excel Spreadsheet can be TXT, PDF, CSV)



	A	B	C	D	E
1	Inventory Number	Condition	Comments	Type of Wipe	
2	WS1000000	FAIR	Evil HP Laptop	OS Wiped	
3	WS1000001	Broken	Monitor Cracked	OS Reset	
4					
5					

Be sure to check the wipe verification box before using the "Submit Form" button. It is required. If you are submitting assets that do not store data still check the box.

Pickup requests are done in the order they are received and will normally be completed within 7-10 business days.



Surplus Pickup Form

Submit a request for Property Control to pick up items that are no longer needed by the department.

General Information

IMPORTANT INFO: PLEASE READ THIS ENTIRE SECTION.

- **Any technology items must be submitted through a CTC.**
- **Multiple Locations:** If you have a large number of items in many locations please submit separate forms for each. One or two items in one or two locations is fine to submit on the same form.
- **Assetworks Transfers:** This form only notifies Property Control of the item(s) that are ready for pickup. An Assetworks transfer is still required. Please submit an Assetworks transfer for all inventoried items on this form to the Surplus Org 32106 not the Property Control Org.
- **Hazardous Chemicals/Environmental Hazards:** Some items cannot be picked up (Broken Fridges, Batteries, Etc.) Please contact Green Team to handle these items: greenteam@weber.edu
- If you are wanting to send images, please email Property_Control and attach the images to the email

Submitter's Information (Required)

Submitter's Name: YOUR NAME (AUTO FILLED)

Submitter's Email:

YOUR EMAIL (AUTO FILLED - CAN EDIT)

Department Name:

INPUT YOUR DEPARTMENT NAME

Supervisor's Email:

SUPERVISOR'S EMAIL (WILL SEND SUBMITTAL EMAIL)

NOTE: Form will only allow one phone type to be filled in.

Phone:

YOUR FULL PHONE NUMBER AND AREA CODE

Phone Extension:

4 DIGIT PHONE EXTENSION

FEES: Disposal, Moving Crew, Etc. (optional)

Cost Code/Index:

6 DIGIT COST CODE/INDEX

If you know any of your items being sent will incur a charge from Property Control please put in the cost code/index you would like to use for the charge here.

Add if an item being sent to Property Control requires a moving crew and has environment disposal or general disposal fees - Call Property Control if you are unsure.

Details Section (Required)

If you are submitting text files, you can add up to 4 different text files with each submission. Please upload the text files first.

If you are submitting a text file please make sure to include **Inventory Number, Item Description, Comments and OS Wiped/Reset.**

Upload any asset list files first using the "Choose Files" button. NOTE: Form does not accept image files or files larger than 4MB.

Inventory Number/File Name	Item Description	Item Condition	Item Location	Comments/Notes	Optional OS Wiped/Reset (If Applicable)	
Asset_List.txt			MM134		<input type="checkbox"/> OS Wiped (Preferred) <input type="checkbox"/> OS Reset (ISO Approval)	Remove
N/A	Wood Shelves	Broken	MM134	Couldn't Support Me	<input type="checkbox"/> OS Wiped (Preferred) <input type="checkbox"/> OS Reset (ISO Approval)	Remove
WS1000000	INTEL NUC 6	Fair	MM134	Had to OS Reset to wip	<input type="checkbox"/> OS Wiped (Preferred) <input checked="" type="checkbox"/> OS Reset (ISO Approval)	Remove
WS0000001	Laptop	Broken	MM134	Found in Fridge	<input checked="" type="checkbox"/> OS Wiped (Preferred) <input type="checkbox"/> OS Reset (ISO Approval)	Remove

If list then uploaded file name will show here

Uploaded lists will gray out these fields Please include them in the list file.

If asset does not have an inventory number please fill in N/A.

Optional

Only check the type of data deletion/wipe if asset is required to have its data cleaned off its hard drive/SSD.

Since these two entries above are computers with an Operating System they need to have the data wipe type checked.

Add More Rows

Choose Files

(Files will be added to the table. You can choose a maximum of 4 files per submission.)

Press this button to add four more rows. NOTE: These rows do no support asset list file uploads. Please upload any list files first.

☐ I have verified and certify that all technology that may contain any sensitive or university data has been wiped as per the ISO guidelines ([PPM10-1](#)).

(Required)

This is required for the form to submit. Even if you have no technology you are sending to surplus you will need to check this box.

Submit Form

Tips:

Please Remember to transfer Items in AssetWorks to Surplus Inventory 32106.

Do Not Transfer items to Property Control.

Tablets, iPads, iPods, IOT Devices

- Please send any power cables or adapters when you surplus any of these items if you have them still.
- Please clear any security that is on the machine (passcodes, passwords, etc.)
- Please log out of iCloud and make sure the Apple ID is signed out.
- Please provide any Recovery Key information you have for the device if it is not managed centrally.

Computers (All Types)

- Please clear any BIOS and HDD passwords before sending the machine to Surplus.
- Please do not remove components from the computer. This includes memory, hard drive/ SSDs, power supplies, etc. *Computers missing components are harder to sell or donate which can lead to them becoming eWaste. This costs the University money and increases its carbon footprint. Department caught abusing this practice can be charged for the eWaste fees or Property Control will refuse pickup until the components are installed back into the computer. This is done at the Property Control department's discretion.*
- Any disassembled computer/laptops, while complete, that may require reassembly to sell or donate may incur a charge back to the sending department for labor and/or eWaste fees or Property Control may refuse pickup until the computer/laptop is reassembled. *This is done at the Property Control department's discretion.*
- All technology (computers, laptops, etc.) that may contain any sensitive or university data must be cleared/wiped as per the ISO guidelines (PPM10-1) before they will be picked up. *If a hard drive/SSD cannot be cleaned/wiped, and has been approved to be destroyed (ISO department approval), after destruction all pieces must be included with the computer/ laptop upon pickup for proper disposal. On the form please indicate this in the comments section.*

General Electronics – please send any power cables or adapters you have for the item

Office Furniture

- Please contact FM to have any large modular furniture or desks that are secured to the wall removed from the wall and dismantled before submitting the pickup request.
- Desks, filing cabinets, cabinets or anything that has a lock, please send the key. The best way to do this is to leave it in the lock, to tape the key to the item or leave it in one of the drawers.
- Remember to clear out ALL files and paperwork from filing cabinets and throw away or destroy at your discretion. We do not go through, nor destroy any paperwork left in items you surplus.

Printers

- Send any new/unopened ink or toner you have left that goes with the printer you are sending to Surplus.
- Please send the power adapter that goes with the printer (anything other than a standard power cable)

Printer Ink or Toner – we do not have a recycling program, so please do not send us any used ink or toner cartridges. These Items may be sent to greenteam@weber.edu.

Frequently Asked Questions

What items need to be sent to Property Control/Surplus? ALL Weber State University owned property** must be sent to Property Control/Surplus, regardless of whether or not it has an inventory tag. You are not authorized to discard University property please call Property Control with any questions.

** Property Control cannot pick up property exceeding the weight and dimensions that two people can reasonably handle. Large items and hard-to-handle materials may require special handling. When special arrangements must be made, Property Control will determine whether to dispose of said materials at the site or make special arrangements to deliver the materials to the Surplus Property Warehouse. Property Control will determine if additional help is needed from either Facilities Management or outside movers. Any moving costs will be the responsibility of the selling department (the department requesting the pick up).

Does surplus need to be picked up or can I drop them off? We can either pick up your items for you or you can drop them off at our Surplus Property Outlet. **You must submit a Surplus pickup request for all items being sent to Surplus. This includes items that are being dropped off.**

Do you only pick up items from the Main Campus? No. We pick up items from the following locations:

- Main Campus - Ogden
- Davis Campus - Layton
- Weber State Downtown - Ogden
- Weber State West Center – Roy
- Weber State Community Education Center – Ogden

Can I purchase any of my items I send to Surplus? Items sent to Surplus are processed and sold on a first come/first served basis in our Surplus Property Outlet store on Friday's from 9am-3pm. We cannot hold any items you wish to purchase.

- **Laptops** - If you are leaving the University and would like purchase your laptop or tablet you must receive approval from your department chair or Dean. Once you receive approval, forward it to PropertyControl@weber.edu, remove any files you wish to keep and bring the laptop to our Surplus Outlet Store for processing. The hard drive will be wiped, all data destroyed and no operating system will be reinstalled if it is a PC. An OSX version may be reinstalled on Macbooks. We will notify you when the laptop is ready to be purchased and what the purchase price will be. If you still wish to purchase the laptop, you must do so on a Friday during our normal sale hours of 9am-3pm.
- **Tablets** - If you are leaving the University and would like purchase your laptop or tablet you must receive approval from your department chair or Dean. Once you receive approval, forward it to PropertyControl@weber.edu, remove any files you wish to keep, log out of iCloud if applicable and bring the tablet to our Surplus Outlet Store for processing. We will need the login passcode/password and any other security logins/passwords that may be installed. The tablet will be factory reset and all data erased. We will notify you when the tablet is ready to be purchased and what the purchase price will be. If you still wish to purchase the laptop, you must do so on a Friday during our normal sale hours of 9am-3pm.

Frequently Asked Questions (cont.)

Can my department receive any money back from items sold through Surplus? Yes, but only on **individual** items that sell for \$100 or more.

- **Does Property Control keep a percentage of the sale amount?** Yes. On average Property Control keeps 10% of the funds to be transferred for administration and processing.

Please note: requests for money back on an item does not guarantee that you will receive any money back from the sale of that item. An item may not sell for the price you want, regardless of what you believe the value is. Most items are sold for significantly less than retail value. We do make every attempt to sell an item at the price you set, whether it be through our Surplus store or through one of our auction sites if applicable.

If you believe you have an item that will sell for at **least** \$100, contact us at 801-626-6298 for more information.

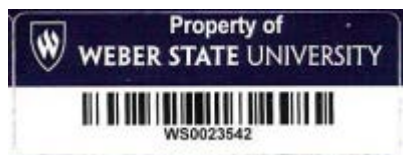
What's the difference between White and Purple inventory tags?



White tags are made for all Weber State University owned items that are valued at \$1500 or more. The value is determined by the cost of the item at the time of purchase. Inventory tags are white and contain all numbers.



Purple tags are used by IT for computer inventory management and tracking.



NOTE: With the implementation of Assetworks in 2021 for asset management, all new asset tags after that time will look like this.

Additional Note: Some Tags may be pure white replacement tags.

Any questions? Call us at 801-626-6298 or send us an email at propertycontrol@weber.edu