



WEBER STATE UNIVERSITY

PROPERTY CONTROL

**HOW TO SUBMIT A SURPLUS
PICKUP REQUEST**

Surplus Pickup Requests can be submitted using the Surplus Form or by submitting an email to propertycontrol@weber.edu.

To submit a surplus pickup request using our Surplus 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.

The screenshot shows the 'Surplus Inventory Form' on the Weber State University Property Control website. The form includes the following fields:

- Submitter's Name:
- Submitter's Email:
- Supervisor's Email:
- Date:
- Phone:
- Department:

Below the form is a table with the following columns: WSU Inventory Number, Item Description, Item Condition, and Item Location. The table contains two rows of empty input fields.

Fill out the following fields:

- Submitter's Name
- Submitter's Email
- Supervisor's Email
- Date
- Phone
- Department

Complete the following fields for each item you would like picked up:

- WSU Inventory Number if applicable (white or purple)
- Item Description
- Item Condition
- Item Location

Hit Submit

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

Tips:

Laptops, tablets, iPads, iPods

- Please send any power cables or adaptors 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 machine. This applied to Surface Pro's that generated a recovery key when the machine was initially set up.

Computers (PC's) – IT please clear any BIOS and HDD passwords before sending the machine to Surplus.

General Electronics – please send any power cables or adaptors 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 adaptor 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.

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.

** 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).

Can items I need to surplus be picked up or can I drop them off? Both. We can either pick up your items for you or you can drop them off at our Surplus Property Outlet. **You must submit a pick up 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 Thursday's and Friday's from 8am-4pm. 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 head. 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 will be reinstalled on all 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 Thursday or Friday during our normal sale hours of 8am-4pm.
- **Tablets** - If you are leaving the University and would like purchase your laptop or tablet you must receive approval from your department head. 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 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 Thursday or Friday during our normal sale hours of 8am-4pm.

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 an 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.

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