

How to Create a Request

Navigate to <https://azsurplus.quickbase.com/db/bp5225i9k?a=nwr>

Submitter Details

- Fill-in the required fields; First Name, Last Name, Email and Phone

▼ Submitter Details

First Name *	Last Name *	Email *	Phone *	ext.
<input type="text"/>				

Agency Details

- Search and Select the Agency Name
 - Click the box under Agency Name, start typing the name of the agency
 - Options will automatically populate based on the text typed into the box
- If applicable enter an Agency Authority Number
- Search and Select the Division, if applicable
 - Click the box under Division Name, start typing the name of the division
 - Options will automatically populate based on the text typed into the box
- Select the Donee Number
- Select the Address

▼ Agency Details

Agency Name	Agency Authority Number	Donee # *	Address
<input type="text" value="Search and select"/>	<input type="text"/>	<input type="text" value="Search and select"/>	<input type="text" value="First choose Donee #"/>

Transfer To

- Select where the item(s) are being transferred to
 1. Surplus Property
 - a. Schedule Details
 - i. Select Availability From
 - ii. Select Availability To
 - iii. Select Time Range
 - iv. Add any Notes for the Driver if necessary

Transfer To *

Availability Details

Availability From *	Availability To *	Time Range *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes for Driver

2. Other Agency
 - a. Select the Receiving Agency

- b. Select the Receiving Division
- c. The Receiving Agency Address will generate automatically

Transfer To *

Agency ▼

- 3. Cannibalize, On-Site Destruct, Vendor, and Lost-Stolen-Missing
 - a. Do NOT require Schedule Details or Notes
- 4. On-Site Sale
 - a. Include in the On-Site Sale Notes:
 - i. Location of the property
 - ii. Additional contact information

Transfer To *

On-Site Sale ▼

Onsite Sale Notes *

Line Items

- Complete the required fields; Item Category, Item Sub Category, Description, and Quantity
- Complete the non required fields for the property to the best of your ability; Asset Number, Serial/Vin Number, Original Cost, Fund Number, Funding Source
 - If you do not know the information the Inventory Controller will be able to update
- Complete the Line Items
 - ****Note that Line Item Attachment(s) or Data Destruction sheet(s) can not be added until you click Save**

Save to Add Documents

Save to Add Documents ▼

****If you need to edit after saving, click Edit in the upper righthand corner**

****If you do not need to add Attachments or Proof of Data Destruction, skip to the Submit Section**

****Any property that is being transferred to another agency, cannibalized, on-site destruct, vendor, lost-stolen-missing, or on-site sale will require an attachment for each line item. The item(s) will be highlighted in yellow. You can not continue until the attachment is uploaded.**

To Add Attachments

- Click Add Attachment

Line Items

Item Category	Item Sub Category	Description	Asset #	Serial #/Vin #	Quantity	Original Cost	Fund Number	Funding Source	Add Attachment
Office Equipment	General	Example			6				Add Attachment

- Add a File Description if necessary
- Click Choose File
 - Select the appropriate file and upload
- Save and Close

Attachments > Add Attachment

File Description

Example

File *

Choose File Example.pdf

Save & close Cancel

- After adding the attachment the line item(s) will no longer be highlighted in yellow

****Any category or subcategory item with a harddrive will require proof of data destruction and will be highlighted in red. You can not continue until the proof of data destruction is uploaded.**

Add Proof of Data Destruction

- Click Add Proof of Data Destruction

Line Items

Item Category	Item Sub Category	Description	Asset #	Serial #/Vin #	Quantity	Original Cost	Fund Number	Funding Source	Add Attachment
Computers	PC	EXAMPLE	1234		1			Other	Add Attachment

Add proof of data destruction

- Add a File Description if necessary
- Click Choose File
 - Select the appropriate file and upload
- Save and Close

Attachments > Add Attachment

File Description

Example

File *

Choose File Example.pdf

Save & close Cancel

- After adding the data destruction sheet the line items will no longer be highlighted in red

Submit

- **After completing the steps above, you can review and submit the Surplus Property Request**
- **You will receive an email of success**
- **If your property needs to be scheduled you will receive another email once it has been scheduled**