SURPLUS PROPERTY TRAINING

I.   ETRIEVE CENTRAL FORMS

To request a pickup of items to be moved into SLCC Surplus Inventory, the Surplus (SPR) forms must be submitted electronically via Etrieve Central Forms.

1. The forms can be found by,
   - Navigating to MySLCC → Employee → Etrieve Central Forms
   - Visiting https://etcentral.slcc.edu/

2. Surplus (SPR) Etrieve Central Forms
   - Federal and State Grant Surplus Form (for grant tagged assets only)
   - Surplus Property Form (for all other items)

3. Submitting a Surplus Property Form
   - Each form will auto-populate the submitter's first name, last name, SLCC email, S#, and today's date.
   - The submitter will need to type in the department they are requesting the pickup for, and the best contact phone number. If the item is a grant asset, the submitter will need to check the box to certify that the grant agreement has been reviewed and that no restrictions apply.
   - The next step is to find the Budget Center Manager (BCM) for the item(s) being sent to Surplus. Assigning the correct BCM is crucial to ensuring the approval will be routed to the right individual responsible for managing Department budget.
     - Type the BCM's slcc.edu email address in the search box and click 'Search'. The BCM's first name, last name, and username will auto-populate.
   - Only one campus can be chosen from the drop-down for pickup per form. A new form will need to be submitted for multiple campus locations.
   - To ensure pickup, the asset #, item description, manufacturer serial #, location, and qty (quantity) all need to be filled in.
     - If there is no asset # or manufacturer serial #, meaning it is a non-tagged item, please enter "N/A".

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- Be as specific as possible for the location. An example would be to include the building and room number where the items will be picked up.
- Last step is to add additional comments.
  - Comments include preferred pick-up times or other details related to pick up. Note, Surplus Property will reference the "Contact Phone" number to finalize pick-up details.

4. Once the form has been filled out, the submitter will click 'Submit'. The form will then route to the BCM for approval. This will show up as a task in the BCM's inbox.
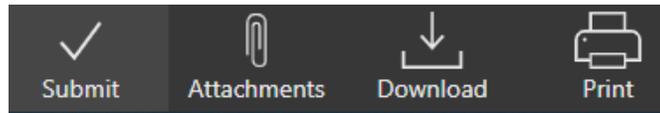
- The submitter will have access to the form after submission by selecting 'Activity' and clicking on the applicable form (if multiple forms have been submitted).

- The BCM will have the option to approve, decline, return, or refer (send to another BCM).
  - As an option, the BCM may leave a comment by clicking 'History' and typing in the comment box.
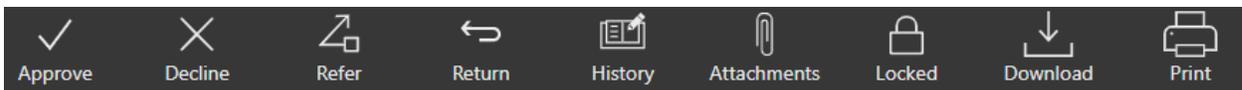
- Surplus will be unable to pickup items if the form has not been approved through Etrieve Central Forms by all approvers.

5. Submissions from Etrieve Central Forms are imported automatically at night into Sprocket. Sprocket will create a work order for the items submitted by an individual.
   - If an item is a Federal grant tagged asset, the asset will be added to a separate order. The Federal grant asset will have already been cleared by the Grant before going to Surplus. It is the BCM's responsibility to do this step. Once the Federal grant asset is in Surplus, to follow the law, the item must be listed for sale to departments at the College. Once this time has passed, then the item should be treated like other tagged assets in Surplus.
6. Additional Information
   - The forms below are representative of the forms in Etrieve.
     - The location or order of the boxes may vary slightly depending on an individuals monitor/screen size.

Salt Lake Community College

Surplus Property Form

2675 South 900 West, SLC UT 84119

(801) 957-2203, FAX: (801) 957-2206

Date: *

First Name: *

Last Name: *

Email: *

S Number: *

Department: *

Contact Phone: *

Budget Center Manager Search

Search by Email: *

[Search]

BCM First Name: *

BCM Last Name: *

BCM Username: *

Surplus Pick-up Information

Only one campus per form. **If you have multiple campus pickups, submit a form for each campus. Ensure all power cords, cables, software, etc., are all included with item(s) for Surplus.**

If no Asset # or Manufacturer Serial #, then please enter N/A.

Campus: *

Asset #: *	Item Description: *	Manufacturer Serial #: *	Location: *	Qty: *
			Ex. AAB 221	

+	-

Comments:

Pick-up times, further details, etc.

Salt Lake Community College

Federal and State Grant Surplus Form

2675 South 900 West, SLC UT 84119
(801) 957-2203, FAX: (801) 957-2206

Date: *

First Name: *

Last Name: *

Email: *

S Number: *

Department: *

Contact Phone: *

☐ For all items purchased with grant funds, the BCM has reviewed the grant agreement and certifies that there are no restrictions or reporting requirements pertaining to disposal of property or equipment purchased with grant funds.

Budget Center Manager Search

Search by Email: *

[Search]

BCM First Name: *

BCM Last Name: *

BCM Username: *

Surplus Pick-up Information

Only one campus per form. If you have multiple campus pickups, submit a form for each campus. Ensure all power cords, cables, software, etc., are all included with item(s) for Surplus.

If no Asset # or Manufacturer Serial #, then please enter N/A.

Campus: *

Asset #: *	Item Description: *	Manufacturer Serial #: *	Location: *	Qty: *
			Ex. AAB 221	

[+] [-]

Comments:

Pick-up times, further details, etc.

II. **MANAGING A SURPLUS WORK ORDER**

1. The nightly upload from Etrieve Central Forms will auto-create a Surplus work order for the submitter. The work order will be added to the 'Surplus Log', awaiting assignment from the Surplus Manager.

2. After the Surplus Manager assigns an employee to pick-up the items, the submitter will be contacted via contact phone number or email to coordinate a pickup time.
    *   Every pickup requires a signature on site to confirm all items on the form have been picked up and moved to Surplus.

3. Surplus Employee Process Steps
    *   Prepare to pick up the items.
        *   Confirming with the submitter/requester
        *   Bringing the Surplus tablet to the pickup site
        *   Opening the work order confirming if special equipment or vehicle is necessary
    *   Arrive on-site and open the work order through the tablet by logging into the Sprocket website.
    *   Scroll to the 'Surplus Item List' and verify the items in the list match the items being picked up.
        *   If an item is a tagged asset, there will be a numeric value in the 'Identifier' column. Confirm the asset tag on the item matches the asset number in the 'Identifier' column.
        *   If an item is a non-tagged asset, Sprocket will assign an identifier that will always begin with "NS-" followed by numbers. Confirm the description and quantity are correct.

Surplus Item List

Table Name	Identifier	Description	Location	Quantity	Price	Disposition	Serial Number	Model Number	Manufacturer	TTST	ASTY	Edit	Delete	Print
Equipment	30644	Analyzer Computer	SUR	1.0	2995.0	Unspecified	6071663M	CM2000		IN	40	Edit	Delete	Print
Equipment	48055	Vehicle EZGo Workhorse 800E with Headlights	SUR	1.0	7649.0	Unspecified	1460103	800 E		IN	10	Edit	Delete	Print
Equipment	52937	Vehicle MV 231 Sprinter Shuttle 2006 2500 Van SHCQ Wagon	RRC	1.0	46347.0	Unspecified	WDRPD744565865597	2500		IN	10	Edit	Delete	Print
Equipment	57551	Vehicle 2009 Dodge Grand Caravan SXT FWD	RRC	1.0	39690.0	Unspecified	2D8HN54X79R628683	2009		IN	10	Edit	Delete	Print
Equipment	58132	Vehicle MV271 Toyota Prius 2010 Model 1223	LHM	1.0	20992.0	Unspecified	JTDKN3DU6A0056700	1223 3rd generation		IN	10	Edit	Delete	Print
Equipment	65965	Computer Dell OptiPlex 7010 SFF	JH141	1.0	871.0	Unspecified	2XWSZ12	7010 SFF		IN	40	Edit	Delete	Print
Equipment	67562	Vehicle MV345 2016 Toyota Camry Hybrid 2560 4DR Sedan	LHM	1.0	27457.92	Unspecified	4T1BD1FK8GU177860	Hybrid 2560 4DR Sedan		IN	10	Edit	Delete	Print
Inventory	NS-15913	books		10.0	1.0							Edit	Delete	Print

- If the 'Surplus Item List' needs to be edited, this can be done by clicking 'Edit' on the line item needing edited.

- To add a tagged asset to the list, click 'Attach Surplus Item', select 'Tagged Asset' for 'Asset Type', and search for the 'Asset Number'. By clicking 'Submit', the item will be added to the list.

- To add a non-tagged item to the list, click 'Attach Surplus Item', select Non-tagged Asset' for 'Asset Type', and enter in the description, quantity, and unit cost for each item. By clicking 'Submit', the item will be added to the list.

- To delete a tagged asset or a non-tagged item, click 'Delete' on the row of the item to remove.
  - If the wrong item is deleted, it will need to be manually added to the work order by clicking 'Attach Surplus Item'.

- The system will not prompt confirming the item to delete; it will delete automatically when the button is clicked.

- After the list has been verified for accuracy, click 'Add Signature' and request the submitter/requester sign within the white box. Click 'Submit' to attach the signature to the work order.
  - The person may use their finger or a touchscreen pen to sign.

- Once back at the Surplus warehouse, unload the items as directed by the Surplus Manager.

- When the items are ready to be dispositioned (default is 'unspecified'), open the work order, and select the applicable disposition from the drop-down.
  - Disposition Options
    - Fair: The item has some issues but in working condition
    - Good: The item is still in working condition
    - Poor: Many issues or parts missing
    - SOLD: Only update if the item is sold at that time.
      - An example would be if a grant asset is sold/given to a department at the college prior to being put out on the sales floor.
    - Unknown: No information on current condition
    - Excellent: Like new condition or in good working order
    - Broken / not working: The item is broken or not working

Table Name	Identifier	Description	Location	Quantity	Price	Disposition	Serial Number	Model Number	Manufacturer	TTST	ASTY	Edit	Delete	Print
Equipment	30644	Analyzer Computer	SUR	1.0	2995.0	Unspecified	6071663M	CM2000		IN	40	Edit	Delete	Print

- Click 'Print' to print the Surplus barcode and stick on the item in an easily identifiable location.
  - Each item will have two barcodes. The first is the Sprocket barcode and the second is the point-of-sale (POS) barcode (referenced in section IV).
  - After the barcode is printed, Sprocket will automatically update the location of the item to 'SUR'.

Table Name	Identifier	Description	Location	Quantity	Price	Disposition	Serial Number	Model Number	Manufacturer	TTST	ASTY	Edit	Delete	Print
Equipment	30644	Analyzer Computer	SUR	1.0	2995.0	Unspecified	6071663M	CM2000		IN	40	Edit	Delete	Print

Analyzer Computer   30644

6071663M

- The item(s) are now available for sale and may be added to the sales floor, sent to auction, or other method.
  - If an item is a grant asset, these steps must be followed in order.
    1. The grant must confirm it does not want to keep the item.
    2. The item must be offered for sale to only SLCC departments for a minimum of 14 days.
    3. The item may be handled like other non-grant tagged assets.
  - All grant assets have a TTST code of either FG or SG. These will not be on the same work order as other TTST codes (i.e, 'IN', etc.) since the item must be handled differently for compliance reasons.

Attach Surplus Item   Add Signature

Surplus Item List

Table Name	Identifier	Description	Location	Quantity	Price	Disposition	Serial Number	Model Number	Manufacturer	TTST	ASTY	Edit	Delete	Print
Equipment	30644	Analyzer Computer	SUR	1.0	2995.0	Unspecified	6071663M	CM2000		IN	40	Edit	Delete	Print

- The final step is to close the work order.

Dispatch Actions ▼   Save   Save and Exit   Exit

- Assign Employee
- Add Additional Comments
- Close with Time And Remarks
- Print
- Post Time and Materials
- Attach File To Work Order
- Cancel
- Change Status
- Change to Billable Status
- Close with Remarks

III. BACKGROUND PROCESSES

1. Asset Import File
   - The purpose is to import tagged Banner assets into Sprocket so that the work orders can be easily edited and reporting between the two systems may be reconciled.
   - This output file is from FWRAFSPR and runs automatically nightly.
   - The file is loaded to a Sprocket ftp site and will feed into Sprocket at 11:59 pm.
   - The .csv file has some special formatting like date format MM/DD/YYYY and a number format versus currency.

2. Work Order Creation
   - The purpose is to import work order details from Etrieve into Sprocket to reduce errors in filling out or reading the form and delay for pickup.
   - The output file combines 'Surplus Property Form' and 'Federal and State Grant Surplus Form' and uses output column 'Grant Tag – Y/N' as an indicator.
     - Grant Tag – Y (Yes): Automatically opens a separate work order, regardless of other items submitted. This allows for special processing of the item.
     - Grant Tag – N (No): Automatically opens a work order and will group items submitted by the same S# onto a single work order.
   - The work orders will be added to the 'Surplus Log' and will require employee assignment from the Surplus Manager to initiate pickup.
   - The .csv file is loaded to a Sprocket ftp site and will feed into Sprocket at 11:59 pm.

IV. POINT-OF-SALE (POS) REGIT EXPRESS
   - Coming soon … please reach out to Loren Safford with questions.

V. SALES CYCLE
   - Coming soon … please reach out to Loren Safford with questions.

VI. DISPOSITION FAQ
   - Coming soon … please reach out to Loren Safford with questions.