



Surplus Property Management System Access Request Form

Employee Name	
Employee Title	
Home Department Name	
Work Phone	
*OSU Internet Username (name.n)	

List Organizations where the employee is authorized to initiate Disposal Requests

Action	Organization Number(s) (attach additional pages as necessary)	**Approval Role?
Add Remove		Yes No
Add Remove		Yes No
Add Remove		Yes No

E-mail is sent to the employee, supervisor and requestor when access is added/removed

Supervisor	
Supervisor E-mail Address	
Requestor (if not Supv.)	
Requestor E-mail Address	

Access must be authorized by the Organization's Senior Fiscal Officer (SFO)

SFO Name	
Signature	
Date	

Special Instructions

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Surplus Property Management System Access Request Form Instructions

Please mail or fax the completed form to:

Systems Development
Office of the Controller
2048 Blankenship Hall
901 Woody Hayes Dr.

Fax: (614)688-3572

Use this form to add and remove users from a department that has already been set up in the Surplus Property Management System. This form is available on the forms page on the Office of the Controller's website (<http://www.ctlr.ohio-state.edu/form/form.shtm>). Employees must complete Surplus Property Management System training, acknowledge their responsibility to properly dispose of university property, and must have accepted the Institutional Data Usage and Confidentiality Agreement before their user account can be created in the Surplus Property Management System.

A Department Setup Form must be completed for each organization in the Surplus Property Management System. Contact the Systems Development help desk at 292-3432 for assistance setting up a new department.

*All e-mail must be sent to the osu.edu e-mail account (name.n@osu.edu). Instructions on how to activate an osu.edu e-mail account are available on the OIT help pages at <http://8help.osu.edu/2475.html> or by calling 8-HELP.

**The Approval Role allows a user to approve Disposal Requests for that Organization. A user cannot approve a Disposal Request that they initiated. System edits prevent unapproved requests being forwarded to Surplus Materials Disposal.

FOR QUESTIONS AND HELP COMPLETING THE FORMS, CONTACT the Systems Development help desk at ctl-helpdesk@osu.edu or 292-3432.