

## Surplus Property Management System Department Setup Form

<b>Department Name</b>	
<b>Department Org Number</b>	
<b>Address (Room &amp; Building)</b>	
<b>Building Number</b>	
<b>Address (Street Address)</b>	
<b>Department Main Phone</b>	
<b>Department Main Fax</b>	

<b>Senior Fiscal Officer (SFO)</b>	
<b>SFO Organization</b>	

### Freight ChartField<sup>1</sup>

Org	Fund	Account	Project	Program	User Defined
		64416			
		64416			
		64416			
		64416			
		64416			
		64416			
		64416			
		64416			

### Other building(s) where surplus material may be located

Building Name	Building Number

### List the Authorized Employees<sup>2</sup>

Name	OSU Internet Username (name.n) <sup>3</sup>	Title	Home Department Name	Work Phone	Approval Role? <sup>4</sup>
					Yes    No
					Yes    No
					Yes    No

Senior Fiscal Officer Signature \_\_\_\_\_

Date \_\_\_\_\_

## Surplus Property Management System Department Setup 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

A separate form must be submitted for each Organization that will be used to manage surplus.

The Disposal Request for a capital asset must be initiated by the owner organization.

If more ChartFields, buildings, or authorized employees are to be setup than the space on the form permits, please attach additional sheets as necessary.

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.

<sup>1</sup> Org and Fund are required. A minimum of one ChartField combination is required. The ChartField selected for each item will be billed for Surplus moves scheduled by Surplus Materials Disposal at the request of the Department.

<sup>2</sup> A minimum of two employees must be set up as users for an Organization. At least one must have the Approval Role.

<sup>3</sup> All e-mail is sent to the osu.edu e-mail account ([name.n@osu.edu](mailto: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.

<sup>4</sup> The Approval Role allows a user to approve Disposal Requests for that Organization. A user cannot approve a Disposal Request they initiated. The system will not process Disposal Requests unless approved by a designated Approver.

FOR QUESTIONS AND HELP COMPLETING THE FORMS, CONTACT [ctl-helpdesk@osu.edu](mailto:ctl-helpdesk@osu.edu) or Patricia Tripp, 2-4683.