



### Table of Contents

Program Overview	3
System Login and Credentials	5
Reviewing Property Custodian Inputs	6
Removing Items From the Available Adoptions List	8
Providing Assistance to the Surplus Property Support Team	9
Reviewing, Approving, and Rejecting Support Team Disposition Recommendations	11
Changing a Recommendation	15
Assisting the Property Board	18
Asset Sales, Recycling Dispositions, and Donations	19
Retail Sales	19
Online Sales	19
Recycling Pickups and Donations	58
Daily Close Outs	61
Reprinting Receipts	74
Refunds	76
Management Reports	79
Administrative Functions	81
Database Role Management	81
Property Custodian Management	84
Asset Category Management	85
Holiday Schedule Management	88
Building List Management	90
Technical Support	93

### ***Program Overview***

The Surplus Property Program (SPP) handles the transfer or disposal of property, equipment, or other assets for which the originating department no longer has a justifiable use. Prior to the disposition of assets, the program offers UCF departments the opportunity to adopt items that have been placed on the list for disposal for a period of ten (10) business days from the date of initial entry by the originating Property Custodian (PCT). If an item has not been adopted within that time period, the SPP team manages the disposal of the asset.

The goal of the program is to manage every asset disposal in a manner that is in the best interest of the university. The ultimate disposition decision for a particular asset should take into account all of the following:

- What was the asset's original acquisition cost?
- What is the asset's current market value?
- Is the asset safe to sell to the general public?
- Is it legal to transfer the asset to the general public? (Government-related research equipment, high voltage laboratory equipment, items bound by contract or treaty, etc.)
- Is it better to sell or recycle the asset? For example, would the staging, management, and sale of the asset generate enough revenue to outweigh the logistical needs of the warehouse given the asset's footprint? (Large metal enclosures, broken racks, etc.)

The SPP is governed by Florida Statutes and an internal UCF Regulation. The SPP Account Manager should become very familiar with these documents, which may be reviewed at the following links:

- [F.S. 273.04 Property Acquisition](#)

[HTTP://WWW.LEG.STATE.FL.US/STATUTES/INDEX.CFM?APP\\_MODE=DISPLAY\\_STATUTE&SEARCH\\_STRING=&URL=0200-0299/0273/SECTIONS/0273.04.HTML](http://www.leg.state.fl.us/STATUTES/INDEX.CFM?APP_MODE=DISPLAY_STATUTE&SEARCH_STRING=&URL=0200-0299/0273/SECTIONS/0273.04.HTML)

- [F.S. 273.05 Surplus Property](#)

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0200-0299/0273/Sections/0273.05.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0273/Sections/0273.05.html)

- [F.S. 273.055 Disposition of State-Owned Tangible Personal Property](#)

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0200-0299/0273/Sections/0273.055.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0273/Sections/0273.055.html)

- [UCF Regulation 7.302 Surplus Property](#)

[http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty\\_amendedFINALAug11\\_000.pdf](http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf)

The SPP Account Manager works with the various team members and others that have input into the program. These individuals include:

- Originating Property Custodians (PCTs)
  - The PCT starts the process for the removal of an asset from their respective department by entering the request into the SPP online database in accordance with the instructions found in the PCT User's Manual. This manual may be reviewed at the following link:  
<http://rm.fs.ucf.edu/Forms/RM%20Surplus%20Property%20Program%20Database%20-%20PCT%20User%20Manual.pdf>
  
- General UCF Community Members
  - Members of UCF departments may adopt items, through their respective Property Custodians, that have been listed for disposal in accordance with the user's manual found at the following link:  
<http://rm.fs.ucf.edu/Forms/RM%20Surplus%20Property%20Program%20Database%20-%20Adoption%20Process.pdf>
  
- Surplus Property Program Property Manager and Support Team
  - The Property Manager(s) and members of the SPST are responsible for the pickup of assets listed for disposal and for making recommendations as to the best intended disposal of the assets retrieved (sale, recycle, or donation). These actions are processed in the online database in accordance with the SPST user's manual accessible from within Resource Management's shared file server at:  
<T:\Resource Management\Property Board\Manuals\RM Surplus%20Property%20Program%20Database%20-%20Property%20Managers%20Manual%2020160412.pdf>
  
- Surplus Property Program Account Manager
  - The SPP Account Manager is responsible for the overall management of the entire surplus property process. Responsibilities include Property Custodian database training and oversight, database record management, support team staffing and scheduling, approval or rejection of support team recommendations, interfacing with the UCF Property Board, regulatory compliance, asset disposition management, cash and electronic payment management, periodic and annual reporting functions, and warehouse staging and process flow management. The actions are performed in accordance with the instructions found in this manual.

The SPP Account Manager should be very familiar with the user manuals referenced above as this position is responsible for the overall management of the program. The Account Manager is also tasked with training others with regard to the program.

- UCF Property Board
  - The UCF Property Board makes the final determination as to an asset's eventual disposition. No action should be taken by the Account Manager or anyone else prior to Property Board approval. The Property Board makes these recommendations in accordance with UCF Regulation 7.302 (linked above) and in accordance with the Property Board Voting Member User's Manual accessible from within Resource Management's shared file server at:  
<T:\Resource Management\Property Board\Manuals\RM%20Surplus%20Property%20Program%20Database%20-%20Property%20Board%20Manual%2020160413.pdf>

### ***System Login and Required Credentials***

The SPP online database is integrated with the UCF Federated Identity system. Anyone with a valid NID and NID password may access the system, however each section of the database offers role-based access that is tied to each individual's NID and employee ID.

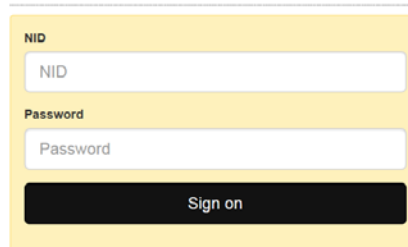
For example, only Property Custodians (as listed in the PeopleSoft Financials System Departmental Authorization List) may enter new pickup requests. Only members assigned to the support team by the Account Manager may make dispositions, and only Property Board voting members may review and make final decisions as to an asset's eventual disposition.

For Property Custodians, the Departmental Authorization List and the individual tagged asset listings for their respective department(s) from PeopleSoft Financials are automatically updated each day so the Account Manager does not have to manage this as a manual process.

To access the system, login in with your NID and NID password at the following link:

<https://secure.fs.ucf.edu/Surplus>

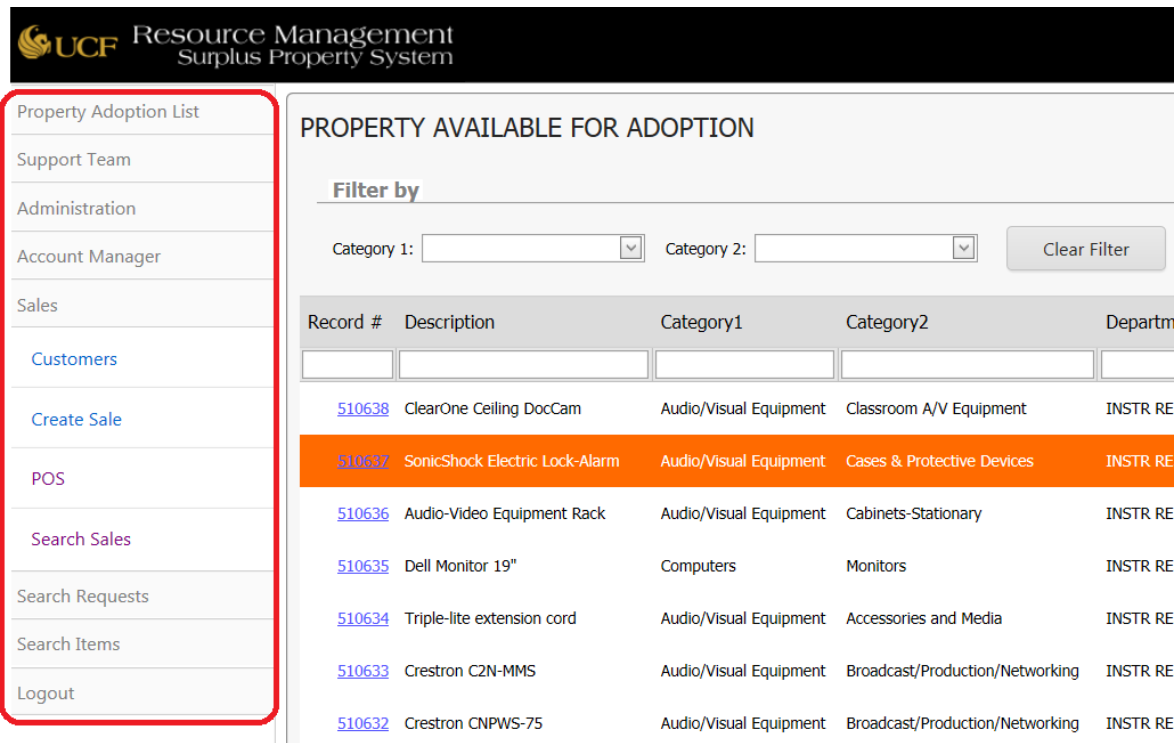
UCF Federated Identity



A login form with a yellow background. It contains two input fields: one for 'NID' and one for 'Password'. Below the fields is a black button with the text 'Sign on'.

### Reviewing Property Custodian Inputs

Upon gaining access to the system, the Account Manager will have access to a number of sections of the system. All sections are accessible from the menu links on the left-hand side of the screen.



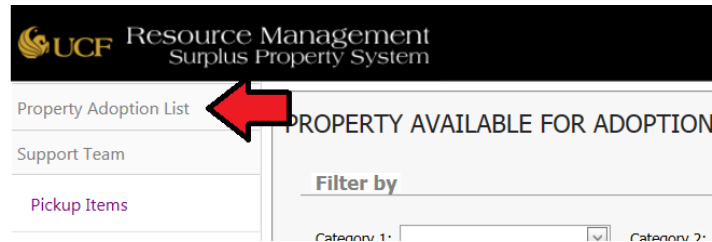
Record #	Description	Category1	Category2	Department
<a href="#">510638</a>	ClearOne Ceiling DocCam	Audio/Visual Equipment	Classroom A/V Equipment	INSTR RE
<a href="#">510632</a>	SonicShock Electric Lock-Alarm	Audio/Visual Equipment	Cases & Protective Devices	INSTR RE
<a href="#">510636</a>	Audio-Video Equipment Rack	Audio/Visual Equipment	Cabinets-Stationary	INSTR RE
<a href="#">510635</a>	Dell Monitor 19"	Computers	Monitors	INSTR RE
<a href="#">510634</a>	Triple-lite extension cord	Audio/Visual Equipment	Accessories and Media	INSTR RE
<a href="#">510633</a>	Crestron C2N-MMS	Audio/Visual Equipment	Broadcast/Production/Networking	INSTR RE
<a href="#">510632</a>	Crestron CNPWS-75	Audio/Visual Equipment	Broadcast/Production/Networking	INSTR RE

A good starting point each day is to review the items that have been newly-entered by the PCTs. From the time an item has been entered until the time the adoption period expires, the originating PCT may edit the information. There are certain exceptions to this rule, namely entries for assets that have an original acquisition value of over \$5,000 and are tracked in the UCF Inventory and Property Control database in Finance and Accounting. These are commonly known throughout the UCF community as “tagged assets”. The information for a tagged asset is automatically populated to the SPP database when an originating PCT enters the property decal number into the system. This is by design and eliminates the potential disposition of a tracked asset without notification to Property and Inventory Control.

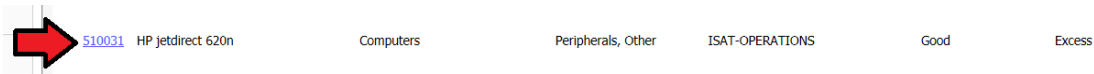
The main reason to review the PCT inputs each day is to ensure there will be no issues with the eventual pickup and processing of the asset should it make it past the adoption period without being assigned to another department. For example, if a PCT were to enter a computer system with an original acquisition cost of \$25.00 and the asset made it through the system up until the point of review by the Property Board, the voting members of the board would most likely reject the request due to the inaccurate information. This leads to logistical issues within the warehouse as well as a backlog of sales and recycling dispositions as now the asset would have to wait until the proper information has been

entered and reviewed by the board for a second time. By getting ahead of potential issues, the Account Manager can streamline the work flow for the entire team.

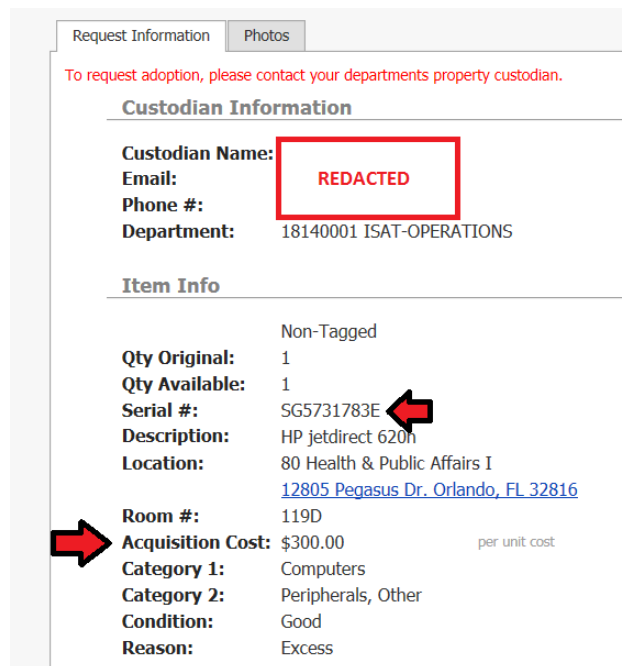
To access the details for an individual record that is still within the adoption period, click on the "Property Adoption List" link on the left-hand side of the screen.



This will bring you to the list of items that are still within the adoption period and have yet to be picked up by the SPP Support Team. To access an individual record from this screen, click on the blue record number hyperlink to the left of each line item.



The record number link will bring you to the summary page for the intended item. From this page, inspect the details of the entry to ensure that the original acquisition cost is reasonable, the description is accurate, and other PCT inputs such as serial numbers, condition, etc. are reasonable for the asset listed.



If an entry appears to require editing before further processing, contact the originating PCT and request the edit(s). This will prevent a rejection at the time of pickup or a potential Property Board rejection later in the process. Additionally, noticeable patterns by certain PCTs may lead to training opportunities for new PCTs in the future.


### ***Removing Items from the Available Adoptions List***

Occasionally, the Account Manager may be required to remove an item from the list of available adoptions. There are generally two categories of assets that may require being removed from the adoption list prior to the expiration of the ten (10) day adoption period.

1. As of July 2016, there are items in the surplus property warehouse that have been previously approved for resale by the Property Board, but were originally entered into the legacy surplus property database. These items will need to be re-entered into the new system so that they are available to be attached to a sale in the new database at a future date. As they have already been processed through the adoption phase and Property Board approval phase, the adoption period may be by-passed for these items.
2. Occasionally, an item will be processed through the program that is not suitable for adoption. For example, if a temporary classroom trailer is detached from the premises it becomes tangible personal property per the statute and is subject to the surplus property regulations. However, suppose that the department of Environmental Health and Safety has condemned the trailer. This asset would not be suitable for adoption and therefore would need to bypass the ten (10) day waiting period before processing could begin.

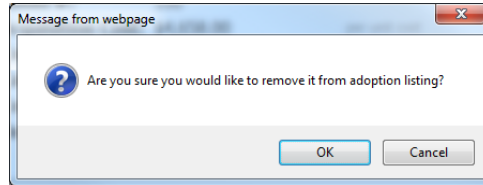
If an item needs to be removed from the adoption listing, navigate to the item's summary page from the adoption list and click on the "Remove from Adoption" button at the bottom of the screen.

<b>Phone #:</b>	(407) 823-3099
<b>Department:</b>	02870004 RM-CENTRAL STORES OPERATIONS
<b>Item Info</b>	
	Non-Tagged
<b>Qty Original:</b>	1
<b>Qty Available:</b>	1
<b>Serial #:</b>	
<b>Description:</b>	High Powered Export-Controlled Plasma Laser - Under Treaty For One-Time Use Only
<b>Location:</b>	16 Facilities and Safety E <a href="#">3540 (East) Perseus Loop Orlando, FL 32816</a>
<b>Room #:</b>	100
<b>Acquisition Cost:</b>	\$4,658.00 per unit cost
<b>Category 1:</b>	Laboratory Equipment
<b>Category 2:</b>	Lasers
<b>Condition:</b>	Fair
<b>Reason:</b>	Being Replaced

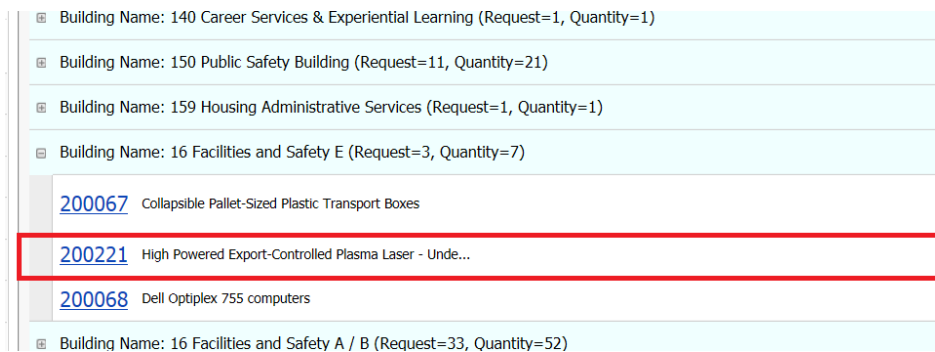
Quick Pickup    Remove from Adoption 



You will be prompted to confirm the request.



By clicking the “OK” button, the item will be removed from the list of available adoptions and moved to the support team’s list of items awaiting pickup.



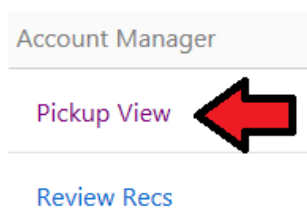
This functionality should be used sparingly and only when necessary as all departments should have an opportunity to adopt useable assets to reduce acquisition expenditures. Additionally, only SPP Account Managers have access to this functionality.

### ***Assisting the SPP Support Team***

The Account Manager should assist the Property Manager(s) and Support Team members in the following areas:

1. Pickup scheduling and route management.
2. Inbound load, space allocation, and staging management.
3. Asset disposition recommendations.

To obtain an overview of the pending inbound items, navigate to the “Pickup View” link under the “Account Manager” header on the menu bar.



This will bring you to the listing of items that are no longer within the adoption period, but have yet to be picked up by the support team. This list is searchable by building name, item description, Property Custodian, and other fields. Each building is grouped together regardless of the originating PCT, floor, etc. Each line item also includes the total number of requests and the total piece count per building. The bottom area shows the total number of pieces and the total number of requests outstanding.

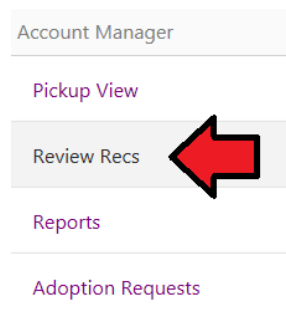
Pickup List			
Search by Building Name...		Clear	
Description	Qty	Custodian Name	Department N
<input type="checkbox"/> Building Name: 1 Millican Hall (Request=2, Quantity=2)			
<input type="checkbox"/> Building Name: 121 Physical Sciences Building (Request=12, Quantity=13)			
<input type="checkbox"/> Building Name: 20 Biological Sciences Building (Request=27, Quantity=36)			
<input type="checkbox"/> Building Name: 40 Engineering I (Request=1, Quantity=1)			
<input type="checkbox"/> Building Name: 45 Business Administration I (Request=6, Quantity=9)			
<input type="checkbox"/> Building Name: 53 CREOL Building (Request=1, Quantity=1)			
<input type="checkbox"/> Building Name: 76 Engine Research Lab (Request=3, Quantity=3)			
<input type="checkbox"/> Building Name: 8112 BENNETT BLDG. IST (Request=2, Quantity=2)			
<input type="checkbox"/> Building Name: 8120 ORLANDO TECH CENTER (BLDG 500) (Request=2, Quantity=2)			
<input type="checkbox"/> Building Name: 87 College of Arts & Humanities (Request=2, Quantity=2)			
<input type="checkbox"/> Building Name: 91 Engineering II (Request=3, Quantity=4)			
<input type="checkbox"/> Building Name: 93 Teaching Academy (Request=13, Quantity=16)			
Sum=91		Count=74	

When assisting the support team with the scheduling of pickups, care should be taken to group requests based on building location, floor location, etc. to minimize the amount of time required to retrieve the assets. Additionally, by reviewing this list in conjunction with the current adoption list, the Account Manager can get a better handle on the inbound asset flow to better anticipate spacing needs within the warehouse. To inspect a pending pickup more closely, click on the plus sign to the left of the building name and it will expand the view to show the individual requests. Clicking the blue record number links will take you to the summary page for that asset.

<input type="checkbox"/>	Building Name: 1 Millican Hall (Request=2, Quantity=2)
	<a href="#">509318</a> WORKSTATION - DESK UNIT
	<a href="#">509950</a> 15' x 97' solid wood white shelf

### Reviewing, Approving, and Rejecting Support Team Disposition Recommendations

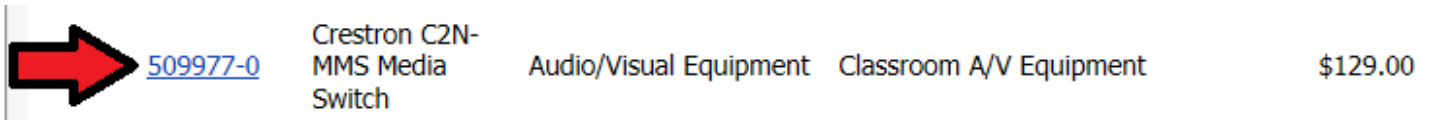
The Account Manager is tasked with reviewing the asset disposition recommendations made by the individual support team members. After review, the Account Manager will determine whether to approve or reject a recommendation. To access the listing of recommendations that are awaiting review, click on the "Review Recs" submenu link on the left side menu bar under the "Account Manager" link.



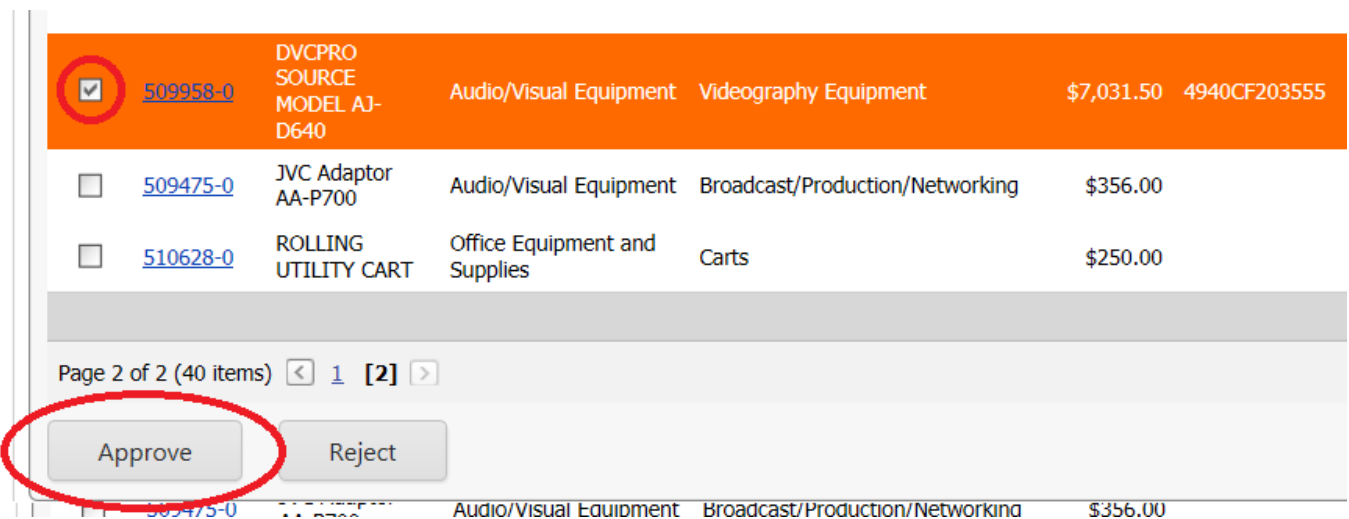
This will bring you to the current list of pending recommendations.

Recommendation List										
Select all rows Clear selection										
<input type="checkbox"/>	Record #	Description	Category1	Category2	Cost	Asset Tag	QTY RecycledCND	QTY Recycled Electronics	QTY Resale	QTY Donation
<input checked="" type="checkbox"/>	<a href="#">509896-0</a>	Dell Monitor Stands	Computers	Components For Desktops/Laptops	\$50.00		3	0	0	0
<input type="checkbox"/>	<a href="#">509713-0</a>	Sony VCR player	Audio/Visual Equipment	Classroom A/V Equipment	\$175.00		0	1	0	0
<input type="checkbox"/>	<a href="#">509985-0</a>	Gyration Mouse/usb/cord	Computers	Peripherals, Other	\$56.00		0	1	0	0
<input type="checkbox"/>	<a href="#">509832-0</a>	Gyration Mouse/usb	Computers	Peripherals, Other	\$56.00		0	1	0	0
<input type="checkbox"/>	<a href="#">509966-0</a>	Crestron CNPWS-75	Audio/Visual Equipment	Amplification Devices	\$378.00		0	0	1	0
<input type="checkbox"/>	<a href="#">509840-0</a>	Crestron CNPWS-75	Classroom Equipment	Electronic Interactive Devices	\$89.00		0	0	1	0
<input type="checkbox"/>	<a href="#">509984-0</a>	ELMO PTC-110R Ceiling Doc Camera	Classroom Equipment	Electronic Interactive Devices	\$786.00		0	0	1	0
<input type="checkbox"/>	<a href="#">509839-0</a>	Vaddio CeilingVIEW 70	Classroom Equipment	Electronic Interactive Devices	\$786.00		0	0	1	0
<input type="checkbox"/>	<a href="#">509967-0</a>	Panasonic AJD650	Audio/Visual Equipment	Videography Equipment	\$4,997.50		0	0	1	0
<input type="checkbox"/>	<a href="#">509978-0</a>	Crestron MP2E Media Processor	Classroom Equipment	Electronic Interactive Devices	\$2,482.99		0	0	1	0
<input type="checkbox"/>	<a href="#">509977-0</a>	Crestron C2N-MMS Media Switch	Audio/Visual Equipment	Classroom A/V Equipment	\$129.00		0	0	1	0
<input type="checkbox"/>	<a href="#">509845-0</a>	Crestron MP2E Media Processor	Classroom Equipment	Electronic Interactive Devices	\$2,482.79		0	0	1	0

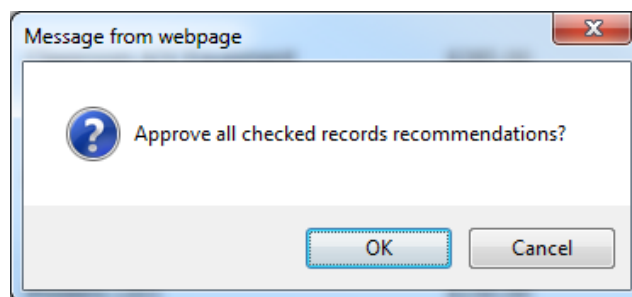
The list of recommendations needing review is searchable by record number, description, category, cost, or recommendation type. You can view the individual request by clicking on the blue record number links on the left hand side of the screen.



If you have reviewed the item and have determined to approve the recommendation, place a check in the box to the left of the record number and then click the "Approve" button at the bottom of the screen.



You may select as many line items as necessary if you want to approve more than one item at a time. You will then be prompted to confirm the approval(s).



The approved items will no longer appear on the Recommendations List and will move forward in the work flow process for Property Board review.

To reject a recommendation, place a check in the box to the left of the record number and click the “Reject” button at the bottom of the screen.

<input checked="" type="checkbox"/>	510628-0	ROLLING UTILITY CART	Office Equipment and Supplies	Carts	\$250.00
Page 2 of 2 (39 items) < 1 [2] >					
Approve		Reject			


As with the approvals, you may reject multiple line items at the same time. After clicking the “Reject” button, you will be prompted to confirm the rejection. Rejected items are sent back to the SPP support team for further evaluation.


Message from webpage

? Reject all checked records recommendations?

OK Cancel

To review the history of any transaction in the database, you can use the “Search Items” link on the menu bar.


Resource Management  
Surplus Property System

<a href="#">Property Adoption List</a> <a href="#">Support Team</a> <a href="#">Pickup Items</a> <a href="#">Process Items</a> <a href="#">Pickup Labels</a> <a href="#">Administration</a> <a href="#">Account Manager</a> <a href="#">Sales</a> <a href="#">Search Requests</a> <a href="#">Search Items</a>  <a href="#">Logout</a>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;"><b>SEARCH SURPLUS ITEMS</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 2px;">Record #</th> <th style="text-align: left; padding: 2px;">Description</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc; height: 20px;"></td> <td style="border: 1px solid #ccc; height: 20px;"></td> </tr> </tbody> </table> </div>	Record #	Description		
Record #	Description				

From the "Search Surplus Items" screen, enter the record number in the first search box and the record will populate below. Click on the blue record number link and then navigate to the "History" tab on the "Surplus Item" page.

**SEARCH SURPLUS ITEMS**

Record #	Description
510628	
<a href="#">510628-0</a>	ROLLING UTILITY CART

**Surplus Item #: 510628-0**

Request Information
Photos
History
Notes

Recommended Date ▾	Recommended By	Status	AMGR_Name	Status Date	# Resale	# Recycle Elect.	# Recycle CND	# Donation
6/30/2016	Nelson, Jack	AMGR Rejected	Rausch, Christopher	6/30/2016	1	0	0	0

Change Recommendation

**Sales**

ID	Reference ID	Venue	Title	Quantity	Status
No data to display					

To see if any notes have been added to the record, use the "Notes" tab. Any user with access to the page can add a note to a record.

**Surplus Item #: 510628-0**

Request Information
Photos
History
Notes

Add Note\*

Add Note

Note	Entered By	Entered On
Original Record Rec#: 102525 Input Date: 07/16/2015 Asset ID: N/A Dept# 241001 Dept. Name: BIOLOGY Tag#: N/A Serial ID: N/A Description: GREY AV CART Acq. Cost: 250.00 Custodian: PHILIP EDWARDS Phone: 407-823-2913 Condition: Good Reason: Surplus Bldg: 0020 Room: 0440 Reject: N Reason Rejected	Nelson, Jack	6/30/2016
Dave: Please put the original record number from the old system into the description for this asset and resubmit it. Thanks. Chris	Rausch, Christopher	6/30/2016


### Changing a Recommendation

Occasionally, a recommendation made by the support team will need to be changed (only the Account Manager may change a recommendation). This may be the result of having an asset that was previously approved for resale by the Property Board that later failed testing by the technical team. Additionally, the Property Board may desire to try to sell an asset that was recommended for recycling.

To change the recommendation for an item, use the "Search Items" link from the left side menu bar and enter the record number into the first search box. When the record populates, click on the blue record number link.

### SEARCH SURPLUS ITEMS

Record #	Description
<input type="text" value="200047-0"/>	<input type="text"/>
<a href="#" style="color: white; text-decoration: none;">200047-0</a>	KENMORE MICROWAVE



Use the "History" tab to access the "Change Recommendation" button.

### Surplus Item #: 200047-0

Request Information
Photos
**History**
Notes

ID	Recommended Date	Recommended By	Status	AMGR_Name	Status Date	# Resale	# Recycle Elect.	# Recycle CND	# Donation
⊕	1/26/2016	Rausch, Christopher	Awaiting Property Board Quorum	Rausch, Christopher	1/26/2016	1	0	0	0

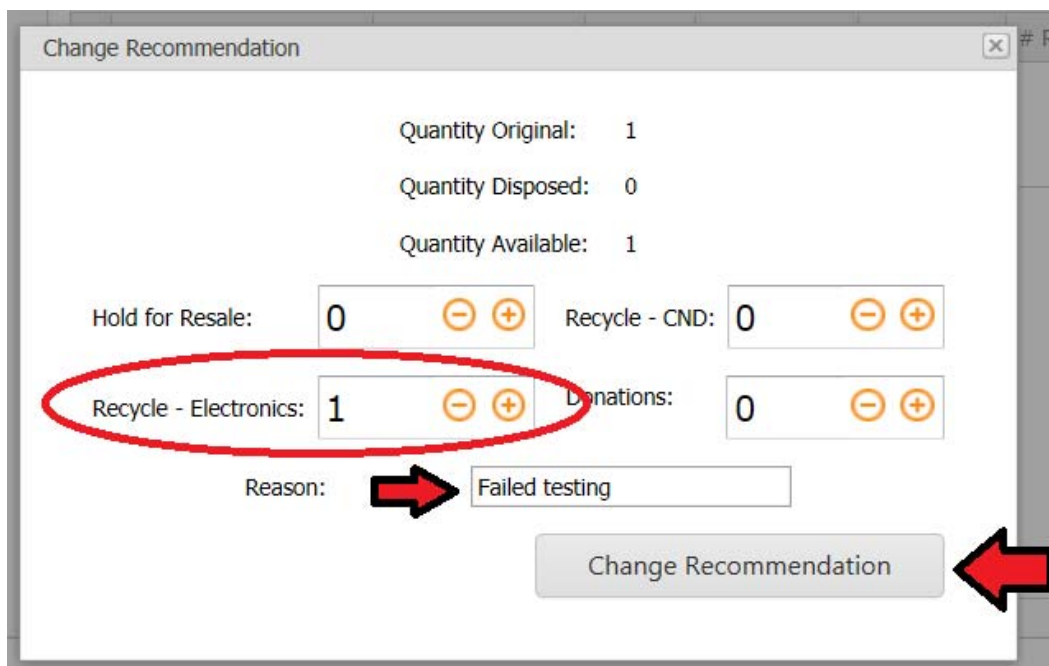
Change Recommendation

#### Sales

ID	Reference ID	Venue	Title	Quantity	Status
No data to display					

In this example, we will assume that the asset listed, a microwave, was recommended for resale to the general public. According to the system, this item is still awaiting Property Board approval but in the meantime the support team tested the asset and realized that it does not power on. The team would like to change the recommendation for the asset to recycle.

From the item's history page, simply click on the "Change Recommendation" button and a new screen will appear giving you the option to change the recommendation to another disposition. You will also be prompted to add a reason for record keeping purposes. When the recommendation has been changed and your reason has been entered, click the "Change Recommendation" button to save it to the database.



Change Recommendation

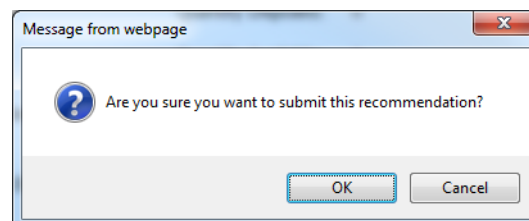
Quantity Original: 1  
Quantity Disposed: 0  
Quantity Available: 1

Hold for Resale: 0    Recycle - CND: 0  
Recycle - Electronics: 1    Donations: 0

Reason: Failed testing

Change Recommendation

You will be prompted to confirm your change.



Message from webpage

Are you sure you want to submit this recommendation?

OK Cancel



After the change has been committed to the database, any previous Property Board votes will be vacated and the entry will be sent back to the board for voting. You'll notice from the screenshot below, that the original request to classify the asset as a resale item has now changed to a recycle request.

#### Surplus Item #: 200047-0

Request Information		Photos	History	Notes													
Recommended Date ▾	Recommended By	Status	AMGR_Name	Status Date	# Resale	# Recycle Elect.	# Recycle CND	# Donation									
6/30/2016	Rausch, Christopher	Awaiting Property Board Quorum	Rausch, Christopher	6/30/2016	0	1	0	0									
<table border="1"> <thead> <tr> <th>Approved</th> <th>Date Reviewed</th> <th>Member Name</th> </tr> </thead> <tbody> <tr> <td colspan="3">No data to display</td> </tr> </tbody> </table>		Approved	Date Reviewed	Member Name	No data to display												
Approved	Date Reviewed	Member Name															
No data to display																	
1/26/2016	Rausch, Christopher	AMGR Rejected	Rausch, Christopher	1/26/2016	1	0	0	0									
<table border="1"> <thead> <tr> <th>Approved</th> <th>Date Reviewed</th> <th>Member Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1/26/2016</td> <td>Rausch, Christopher</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4/11/2016</td> <td>Haupt, Joshua</td> </tr> </tbody> </table>		Approved	Date Reviewed	Member Name	<input checked="" type="checkbox"/>	1/26/2016	Rausch, Christopher	<input checked="" type="checkbox"/>	4/11/2016	Haupt, Joshua							
Approved	Date Reviewed	Member Name															
<input checked="" type="checkbox"/>	1/26/2016	Rausch, Christopher															
<input checked="" type="checkbox"/>	4/11/2016	Haupt, Joshua															

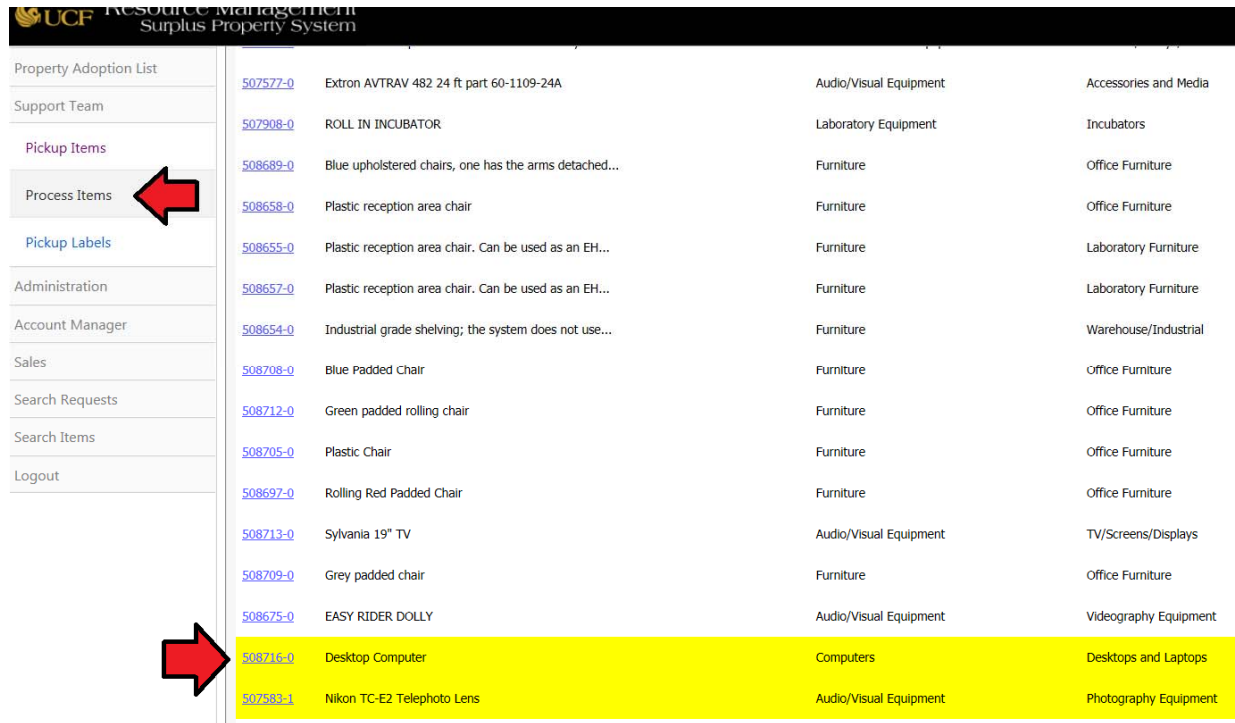
*The screenshot shown above is from the training version of the database.*

*Records found in the production version of the database will show the current Account Manager and Property Board member names.*

***This space intentionally left blank***

### Assisting the Property Board

Occasionally, an asset disposition recommendation will be rejected by the Property Board. For example, the board may believe that not enough information was provided in the original entry. Items that have been rejected by the Property Board will display with a yellow background in the “Process Items” list under the “Support Team” menu section.



Item ID	Description	Category	Sub-Category
<a href="#">507577-0</a>	Extron AVTRAV 482 24 ft part 60-1109-24A	Audio/Visual Equipment	Accessories and Media
<a href="#">507908-0</a>	ROLL IN INCUBATOR	Laboratory Equipment	Incubators
<a href="#">508689-0</a>	Blue upholstered chairs, one has the arms detached...	Furniture	Office Furniture
<a href="#">508658-0</a>	Plastic reception area chair	Furniture	Office Furniture
<a href="#">508655-0</a>	Plastic reception area chair. Can be used as an EH...	Furniture	Laboratory Furniture
<a href="#">508657-0</a>	Plastic reception area chair. Can be used as an EH...	Furniture	Laboratory Furniture
<a href="#">508654-0</a>	Industrial grade shelving; the system does not use...	Furniture	Warehouse/Industrial
<a href="#">508708-0</a>	Blue Padded Chair	Furniture	Office Furniture
<a href="#">508712-0</a>	Green padded rolling chair	Furniture	Office Furniture
<a href="#">508705-0</a>	Plastic Chair	Furniture	Office Furniture
<a href="#">508697-0</a>	Rolling Red Padded Chair	Furniture	Office Furniture
<a href="#">508713-0</a>	Sylvania 19" TV	Audio/Visual Equipment	TV/Screens/Displays
<a href="#">508709-0</a>	Grey padded chair	Furniture	Office Furniture
<a href="#">508675-0</a>	EASY RIDER DOLLY	Audio/Visual Equipment	Videography Equipment
<a href="#">508716-0</a>	Desktop Computer	Computers	Desktops and Laptops
<a href="#">507583-1</a>	Nikon TC-E2 Telephoto Lens	Audio/Visual Equipment	Photography Equipment

To investigate the reason(s) for the rejection, click on the blue record number on the left side of the line item and navigate to the “Notes” tab.

**Surplus Item #: 508716-0**

Request Information | Photos | History | **Notes**

Note	Entered By	Entered On
Basic info missing	Ballentine, Frank	6/10/2016
Property board member rejection - Basic info missing, Make, model, anything!	Ballentine, Frank	6/10/2016
Property board member rejection - What is this? No info on make/model	Diehl, Megan	6/27/2016

For items such as these, the entry needs to be corrected and then recommended a second time. If the correction is simply an enhancement to the text description, it can be made by the Account Manager. If the correction is related to the original acquisition cost, the change will need to be made by the PCT for department *RM Surplus Property Aux (account 02870305)* as that individual has a special role in the system which authorizes changes to acquisition costs after the initial entry by the originating Property Custodian.

Property Board rejections create logistical and staffing issues in the warehouse due to the backlog of assets awaiting processing. Efforts should be made by the Account Manager to keep these to a minimum.

### ***Asset Sales, Recycling Dispositions, and Donations***

Items may not be sold, recycled, or donated without Property Board approval. The disposal of an asset from campus prior to Property Board approval is a violation of Florida Statutes and UCF Regulation 7.302. As of July 2016, there are five (5) disposition methods available for the disposal of surplus university property:

- Retail sale to the general public (reserved for later use upon the opening of the UCF Surplus Property Retail Store in 2017)
- Online sale (currently restricted to auction sales made on [www.govdeals.com](http://www.govdeals.com)).
- Construction and demolition debris (CND) recycling.
- Electronics recycling.
- Donations to non-profit organizations, churches, or other governmental agencies.

#### **Retail Sales**

Construction is scheduled to commence on the Facilities and Safety Warehouse Support Building during the summer of 2016. This building is scheduled to be completed in 2017. One section of the building will house the surplus property retail store where the general public may purchase surplus assets that have been approved for sale by the Property Board. Upon the completion of this building and the opening of the storefront, this manual will be updated to include instructions on the processing of sales transactions from that venue.

#### **Online Sales**

Currently, the only approved online sales venue for UCF surplus property is [www.govdeals.com](http://www.govdeals.com). This auction company is registered with the *Joint Partners Alliance* and meets the requirements of UCF Purchasing and University Audit as a business partner of the university.

All items listed for sale on GovDeals are to be entered into the SPP database at the time of listing. This ensures that the items being offered to the public have been approved for sale by the Property Board prior to transacting the sale. The SPP database will not permit an asset to be added to a sale if the work flow process has not been completed.

It is recommended that the Account Manager logs into the SPP database and GovDeals at the same time under separate internet browsers. This will make toggling between the two systems much easier.

To log into the GovDeals system, navigate to [www.govdeals.net](http://www.govdeals.net) and enter your credentials. The UCF account number is 2863 and new user credentials may be assigned by the UCF GovDeals representative or a current account manager.



**GovDeals**  
A LIQUIDITY SERVICES MARKETPLACE

User ID:   
 Password:   
 Account #:   
 Remember User ID

[Forgot User ID?](#)   [Forgot Password?](#)

This site is for GovDeals' clients only.  
GovDeals.com is our public auction site.

The User ID, Password and Account Number must be entered correctly to gain access to your account. For Support call 1-800-613-0156 between 9 am - 6 pm ET or email us. JavaScript and Cookies must be enabled in order to use this application.

**IMPORTANT NOTICE**

For your security, your GovDeals.net session will automatically log you out due to inactivity after sixty minutes. Any non-submitted transactions will not be saved. You will be asked to log back in to continue.

Client Asset Server Copyright 2016, GovDeals, Inc. P2A

After logging into the GovDeals server, you will be brought to the dashboard for the university's account.



**GovDeals**  
A LIQUIDITY SERVICES MARKETPLACE

**University of Central Florida, FL**  
UCF Surplus

Dashboard   Assets   Maintenance   Security   Reports   Information   Help

**University of Central Florida, FL**  
Account ID 2863  
Client Service Rep (CSR): Luciana Goreed - 904-238-8797

[Review previous system enhancements.](#)

[Start a New Asset](#)

Payment Status	# Items	Over 14 days	\$ Value
Not Paid	49	6	\$3,798.29
Paid, Not Picked Up	73	34	\$5,436.51

Status	# Items	\$ Value
Closed No Bids	247	\$1,664.00
Ready for Auction	86	\$0.00
Ready for Review	10	\$0.00
Request for Credit - Complete	24	\$1,093.00
Sent to Auction	70	\$1,730.69
Sold on Auction	9,544	\$1,260,596.33
Template	1	
Withdrawn from Auction - Complete	21	\$1,754.01
<b>Totals:</b>	<b>10,003</b>	<b>\$1,266,838.03</b>

Because GovDeals uses enhanced HTML in their listings, it is highly recommended that the Account Manager makes use of the "Duplicate" function when posting new items so as to avoid rewriting or overwriting the HTML template used in previous listings. To access a currently-listed item to copy, click on the "Sent to Auction" link in the box in the middle of the dashboard screen.

Status	# Items	\$ Value
Closed No Bids	247	\$1,664.00
Ready for Auction	86	\$0.00
Ready for Review	10	\$0.00
Request for Credit - Complete	24	\$1,093.00
Sent to Auction	70	\$1,730.69
Sold on Auction	9,544	\$1,260,596.33
Template	1	
Withdrawn from Auction - Complete	21	\$1,754.01
<b>Totals:</b>	<b>10,003</b>	<b>\$1,266,838.03</b>

This will bring you to the listing of items currently posted for auction. Find an asset similar to the one you wish to list and use the menu on the right-hand side of the screen to select the "Duplicate" option.

10010	508691		One (1) 20 Inch Apple iMac 5,1 Computer	Sent to Auction	07/06/2016 1:24 PM	07/13/2016 11:45 AM	<ul style="list-style-type: none"> <li>Duplicate</li> <li>Auction Dates</li> <li>Media Editor</li> <li>Modify</li> <li>Preview</li> <li>Internal Documents</li> </ul>
10008	508548, 507405		One (1) Dell OptiPlex 980 Computer With 20 Inch Monitor	Sent to Auction	07/06/2016 12:05 PM	07/13/2016 11:30 AM	

This will bring you to the page where you will enter the details for your listing. The first step is to enter a meaningful description in the "Short Description" field.

\* **Short Description:**

**Long Description:** Max description 3000 characters

```
<table align="center" width="85%">
<tr colspan="2">
<td width="10%">
</img>
```

As previously mentioned, you will only need to edit a portion of the HTML and text description information found in the box below the "Short Description" field.

\* **Short Description:**

**Long Description:** Max description 3000 characters

```
<table align="center" width="85%">
<tr colspan="2">
<td width="10%">
</img>
</td>
<td width="90%">
</img>
</td>
```

Edit only the highlighted areas shown below to match the details for the asset you are currently listing. The arrows and explanations to the right in the following text are for illustrative purposes only and will not appear on the GovDeals listings.

```
<table align="center" width="85%">
<tr colspan="2">
<td width="10%">
</img>
</td>
<td width="90%">
</img>
</td></tr></table>
<HR>
```

```
<p align="center">
<b><u>One (1) 20 Inch Apple iMac 5,1 Computer</u></b> <img alt="arrow pointing left" data-bbox="488 388 538 423" style="vertical-align: middle;"/> Title of the asset or group of assets
</p>
```

```
This Apple iMac 5,1 includes:<br> &nbsp;nbsp; <br>
```

```
<ul>
<li>2.16 GHz Intel Core 2 Duo processor</li>
<li>250 GB hard drive (wiped)</li>
<li>2 GB RAM</li>
<li>No mouse or keyboard included</li>
<li>Apple power cable included</li>
<li>S/N W870677GVUV</li>
</ul>
```

 General description and standard disclosures  


```
The hard drive has been wiped for security purposes so an operating system will need to be installed prior to use. This computer boots to the System Profiler screen (with a borrowed o/s disk), but it was not evaluated beyond that point and the overall condition is unknown.
```

```
<br><br>
Starting bid only $20.00! <img alt="arrow pointing left" data-bbox="245 643 295 678" style="vertical-align: middle;"/> Opening bid amount
```

```
<center>
<br><br>
```

```
<b><u>
UCF Surplus Use Only
</u></b>
```

```
<br>
508691 <img alt="arrow pointing left" data-bbox="122 760 172 795" style="vertical-align: middle;"/> SPP Database record ID(s) for the asset(s) listed
</center>
```

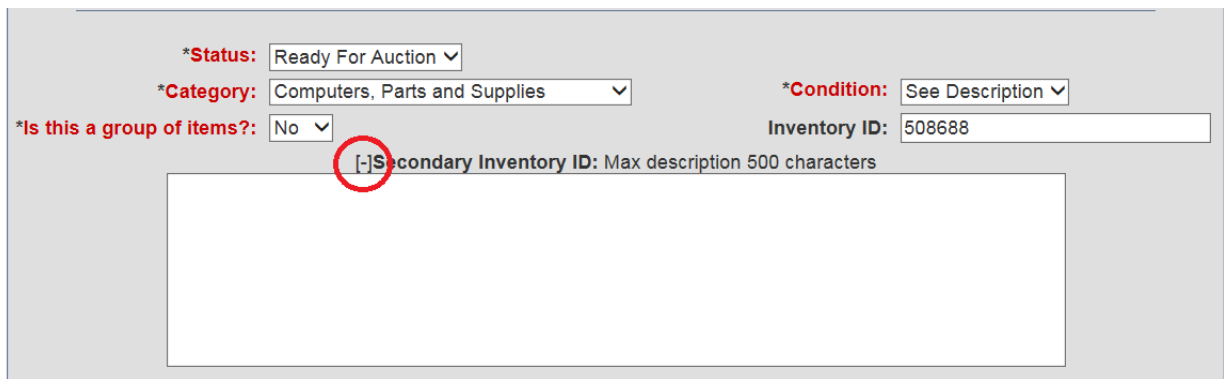
**NOTE:** Be sure to insert helpful tips in the listings for situations such as university holiday closings or special pickup instructions for oversized items.

After the text description has been updated to include all pertinent information for the asset, set the status to “Ready For Auction”, select the appropriate category for the asset, indicate whether the listing is for a single asset or a group of assets, and then enter the asset’s surplus property record ID from the SPP database into the Inventory ID field.



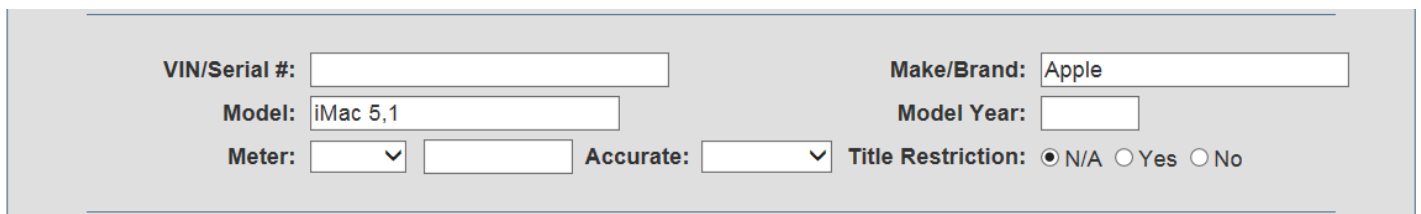
\*Status: Ready For Auction  
 \*Category: Computers, Parts and Supplies  
 \*Condition: See Description  
 \*Is this a group of items?: No  
 Inventory ID: 508688  
 [+]Secondary Inventory ID: Max description 500 characters

If you are listing a group of assets, use the “Secondary Inventory ID” field to record all of the SPP database record numbers included in the listing as the “Inventory ID” field will only hold a few records.



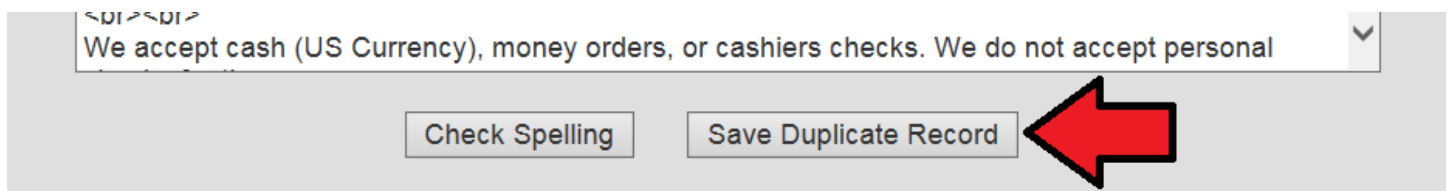
\*Status: Ready For Auction  
 \*Category: Computers, Parts and Supplies  
 \*Condition: See Description  
 \*Is this a group of items?: No  
 Inventory ID: 508688  
 [-]Secondary Inventory ID: Max description 500 characters

If the brand or model number are available, you may enter that information for customer search purposes as well.



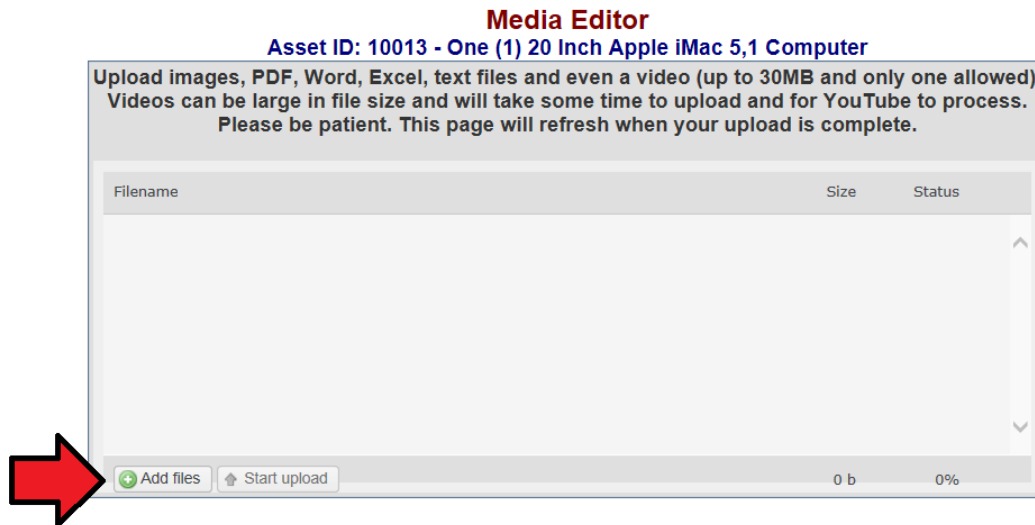
VIN/Serial #:   
 Model: iMac 5,1  
 Make/Brand: Apple  
 Model Year:   
 Meter:  Accurate:  Title Restriction:  N/A  Yes  No

Leave everything else on the page unedited so as to ensure the “boiler plate” information and related HTML appear correctly on the listing. After you have entered the description and other details for the asset(s), click the “Save Duplicate Record” button at the bottom of the screen.



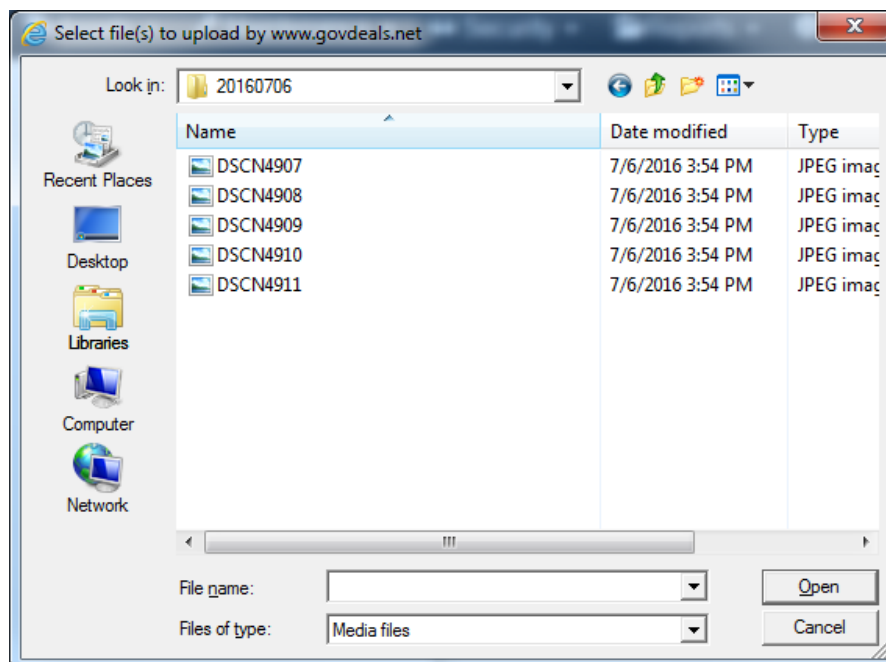
<DI><DI>  
 We accept cash (US Currency), money orders, or cashiers checks. We do not accept personal  
 Check Spelling Save Duplicate Record

This will bring you to the Media Editor screen where you may upload photos for the asset. To begin uploading photos, click the “Add Files” button.



For Support, contact your CSR: Luciana Goreed (904-238-8797) or call 1-800-613-0156 from 9 am - 6 pm ET or email Support.  
Acct ID: 2863 - P2B

The “Add Files” button will launch a standard file selector dialogue box with which you can navigate to the intended digital images.



Select the digital image files for the asset and then click the “Open” button.



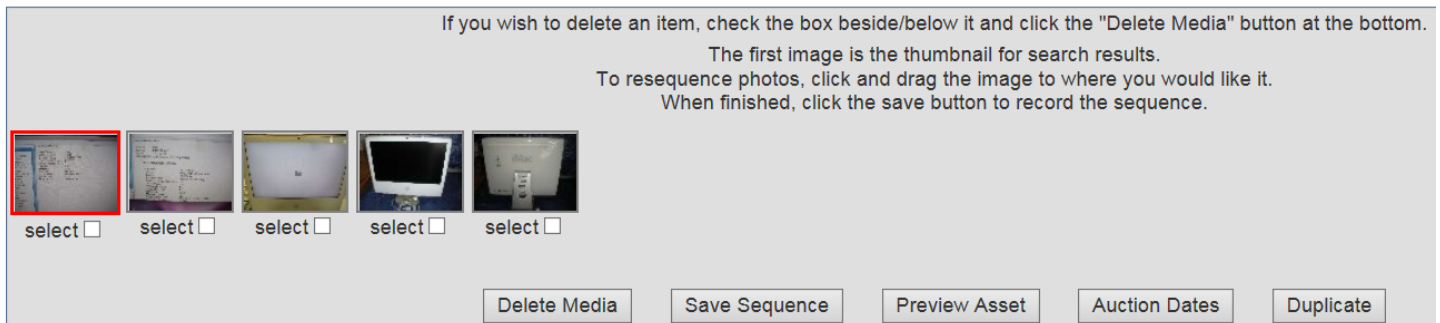
After the photos have been selected and the file locator dialogue box has closed, click the "Start Upload" button to begin transmitting the digital images from your computer to the GovDeals server.



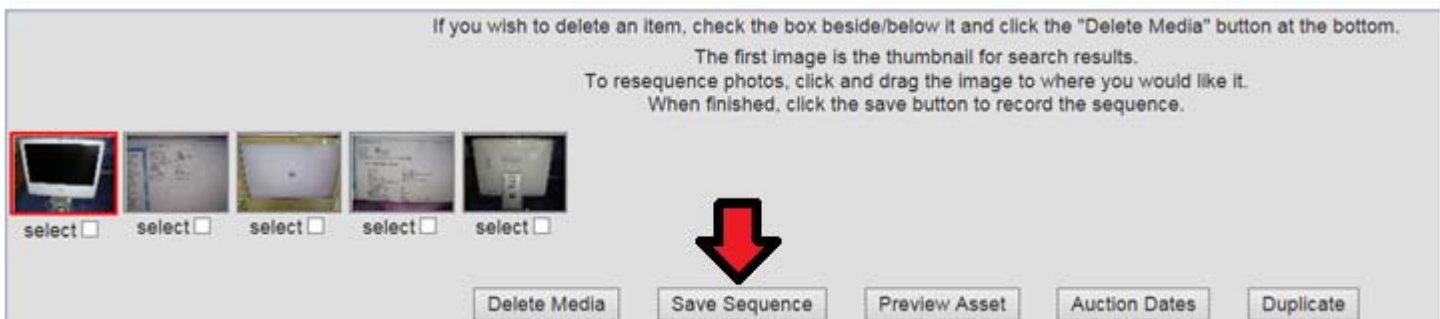
The files will begin to upload and when complete, they will show as thumbnail images on the "Media Editor" page.

### Media Editor

Asset ID: 10013 - One (1) 20 Inch Apple iMac 5,1 Computer



To rearrange the photos, simply click, hold, and drag the thumbnail image to the position in which it should appear in the listing. Click the "Save Sequence" button to save the new image order. The image with the red outline will be the thumbnail that is displayed on the main GovDeals page.



To see a preview of what the listing will look like to the customer, click the "Preview Asset" button.

## One (1) 20 Inch Apple iMac 5,1 Computer



Make/Brand	Model	Condition	Category	Inventory ID
Apple	iMac 5,1	See Description	Computers, Parts and Supplies	508688



## UCF Surplus Property

### One (1) 20 Inch Apple iMac 5,1 Computer

This Apple iMac 5,1 includes:

- 2.16 GHz Intel Core 2 Duo processor
- 250 GB hard drive (wiped)
- 2 GB RAM
- No mouse or keyboard included
- Apple power cable included
- S/N W8706787VUV

The hard drive has been wiped for security purposes so an operating system will need to be installed prior to use. This computer boots to the System Profiler screen (with a borrowed o/s disk), but it was not evaluated beyond that point and the overall condition is unknown.

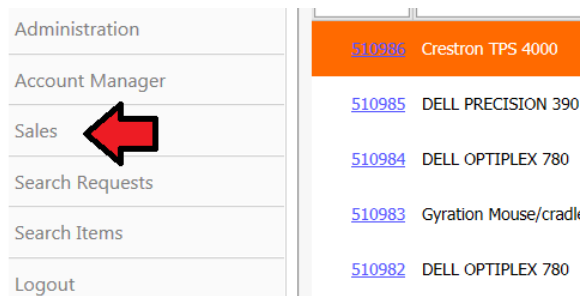
Starting bid only \$20.00!

**UCF Surplus Use Only**  
508688

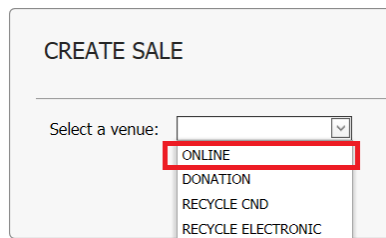
**NOTE: The photos will expand to a much larger size when clicked**

Before setting the price and auction date, you will need to enter this sale into the SPP database to ensure that the item you are listing has been approved for sale by the Property Board. The reason that this is done at this point, is that you will need the GovDeals Asset ID number to enter into the SPP database which would not be available if the sale was created in the SPP database before it was created in GovDeals.

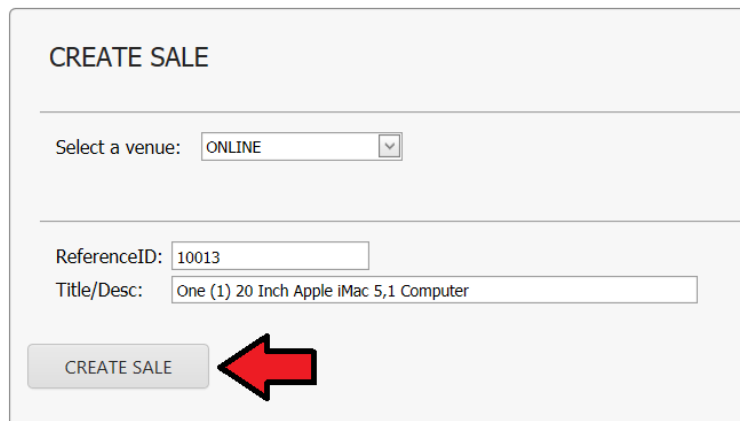
From another web browser, click on the "Sales" link from the main dashboard in the SPPDB.



Click the "Create Sale" link to start a new sale then choose the appropriate venue. In this example, we will be creating an "ONLINE" sale.

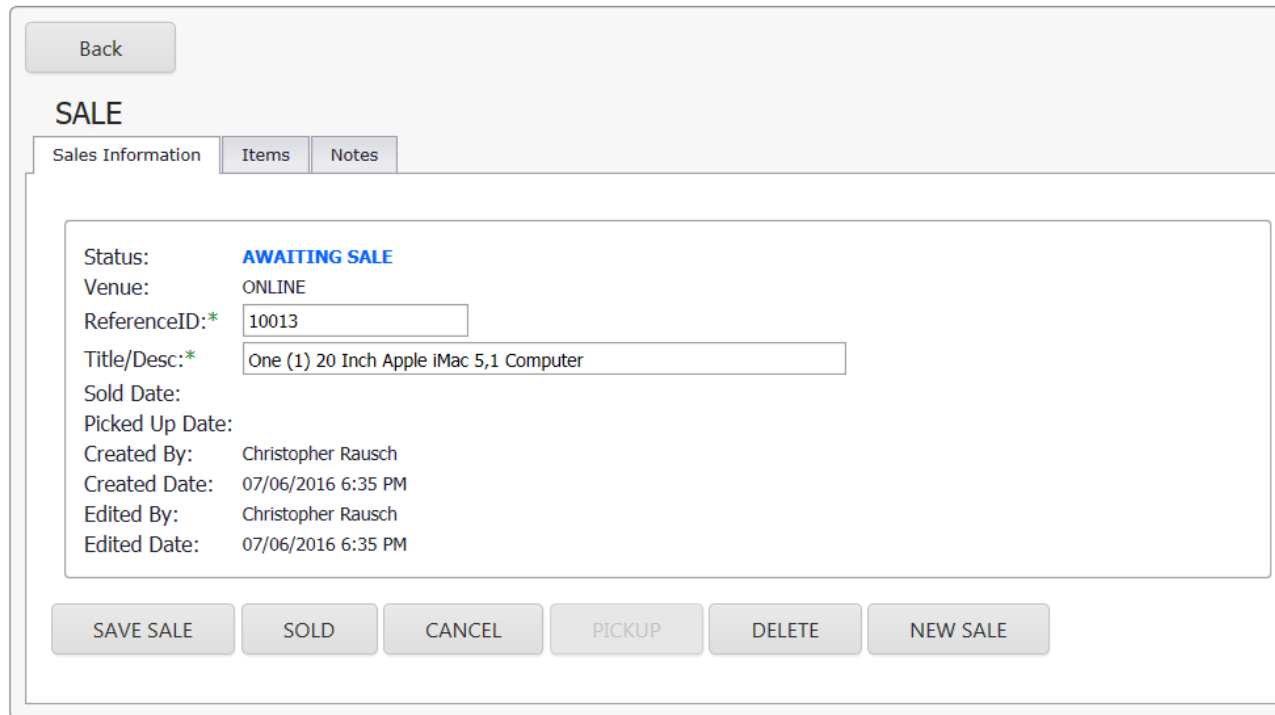


After selecting the venue, enter the Reference ID which in this case will be the GovDeals Asset ID. Then enter the Title/Description, which should always be the same as the main title used in the online listing in the GovDeals system. Click the "Create Sale" button to insert the new sale record into the database.



The image shows the "CREATE SALE" form with the following fields filled out: "Select a venue:" is set to "ONLINE", "ReferenceID:" is "10013", and "Title/Desc:" is "One (1) 20 Inch Apple iMac 5,1 Computer". A red arrow points to the "CREATE SALE" button.

This will bring you to the main screen for that sale. From here you can add items to the sale as well as make notes if necessary.



Back

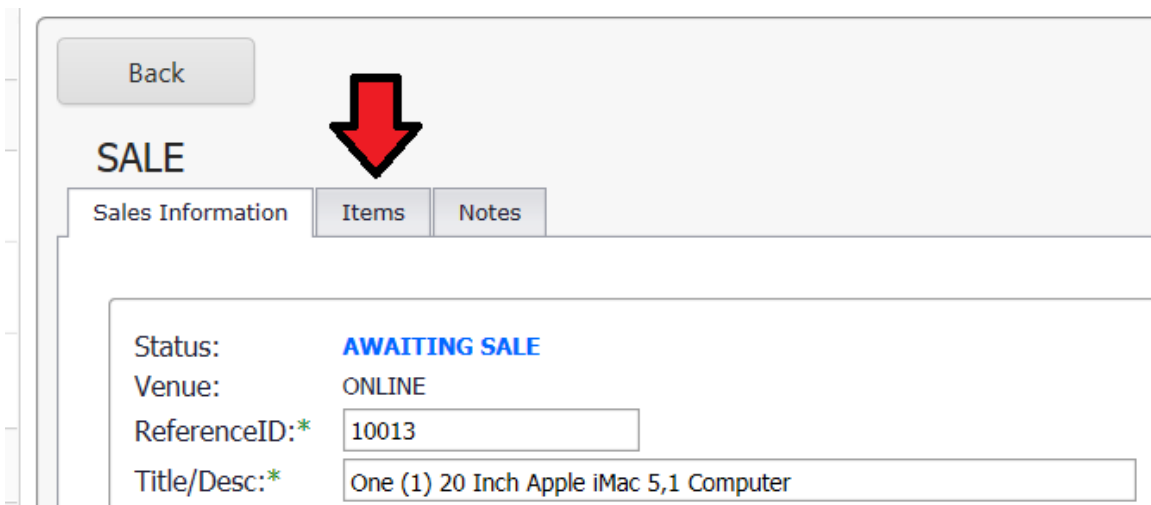
### SALE

Sales Information Items Notes

Status: **AWAITING SALE**  
Venue: ONLINE  
ReferenceID:\* 10013  
Title/Desc:\* One (1) 20 Inch Apple iMac 5,1 Computer  
Sold Date:  
Picked Up Date:  
Created By: Christopher Rausch  
Created Date: 07/06/2016 6:35 PM  
Edited By: Christopher Rausch  
Edited Date: 07/06/2016 6:35 PM

SAVE SALE SOLD CANCEL PICKUP DELETE NEW SALE

A sale can have many items but a single item can only be assigned to a single sale. This prevents items from being listed twice or being listed for sale and for recycling at the same time. For this example, we will need to add Record ID 508688 to this sale. Click on the "Items" tab at the top of the sale details section to begin the process of adding items.



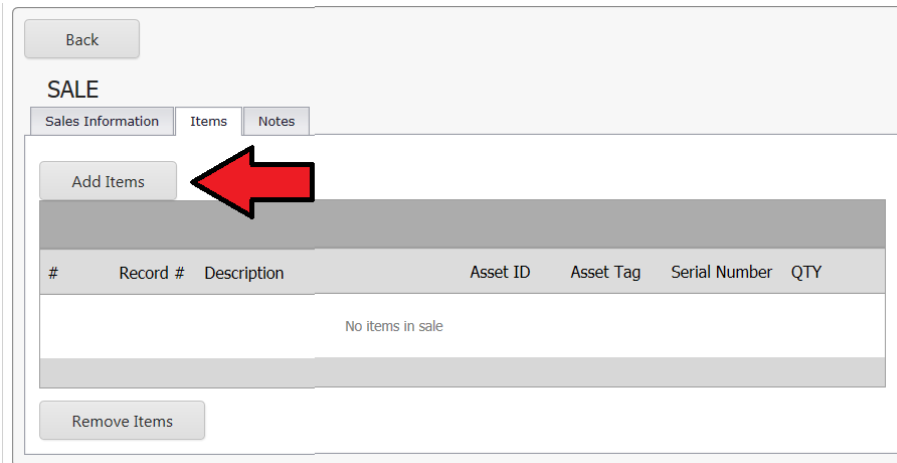
Back

### SALE

Sales Information **Items** Notes

Status: **AWAITING SALE**  
Venue: ONLINE  
ReferenceID:\* 10013  
Title/Desc:\* One (1) 20 Inch Apple iMac 5,1 Computer

Click the "Add Items" button to search for your asset(s) to be added.



The "Add Items" button will bring you to the listing of all available assets that have been approved for sale by the Property Board but have yet to be added to a sale.

Select Items x

<input type="checkbox"/>	Record #	Description	Asset ID	Asset Tag	Serial Number	QTY For Resale	QTYResaleSelected	
<input checked="" type="checkbox"/>	507132-0	Dell Monitor Model No. 2007FPb				10	10	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>
<input type="checkbox"/>	507888-0	Dell Latitude 2100			DWZZ7M1/JVZZ7M1/6WZZ7M1/HWZZ7M1/JTZZ7M1/HVZZ7M1/JW	8	8	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>
<input type="checkbox"/>	507595-0	DELL 17 INCH MONITOR				1	1	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>
<input type="checkbox"/>	507597-0	DELL 20 INCH MONITOR				2	2	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>
<input type="checkbox"/>	507976-0	Dell Optiplex 745			GNWQBD1	1	1	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>
<input type="checkbox"/>	508530-0	4ft x 2 1/2ft white table			N/A	2	2	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>
<input type="checkbox"/>	508528-0	5ft x 2 1/2ft white table			N/A	3	3	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>
<input type="checkbox"/>	508595-0	Dell Optiplex 760			CDNT531	1	1	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>
<input type="checkbox"/>	508597-0	Dell Optiplex 760			CDP5511	1	1	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>
<input type="checkbox"/>	508610-0	Epson Stylus Printer C64			FAGY063062	1	1	<input type="button" value="-"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="+"/>

Page 1 of 22 (218 items)  **1**       ...

This listing is searchable by Record ID, Description, Asset ID, and Asset Tag (for taggable assets only). For this example, we'll use our Record ID as the search criteria.

Select Items ✕

<input type="checkbox"/>	Record #	Description	Asset ID	Asset Tag	Serial Number	QTY For Resale	QTYResaleSelected
<a href="#">Clear</a>	508688						
<input type="checkbox"/>	508688-0	Apple 20" iMac (CAH00460)			W8706787VUV	1	1 <span style="float: right;">⊖ ⊕</span>


You will need to indicate the number of items from the original quantity listed by the originating Property Custodian that you would like to add to the sale. The quantity available is the number on the left and the quantity being added is on the right with the "increment" and "decrement" buttons. The system will also not permit you to add more than the available quantity to the sale.

QTY For Resale	QTYResaleSelected
1	2 <span style="float: right;">⊖ ⊕</span>

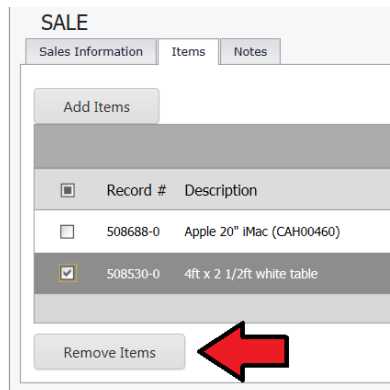
The number must be in the range 1...1

To add the item(s), set the quantity and then place a check in the box to the left of the Record ID number. Click the "Add Items" button to add them to the sale.

<input checked="" type="checkbox"/>	Record #	Description
<a href="#">Clear</a>	508688	
<input checked="" type="checkbox"/>	508688-0	Apple 20" iMac (CAH00460)



Closing the “Add Items” window will return you to the main sale page where you can add additional items or remove items that have been accidentally added to the sale. If you want to remove an item that was accidentally added to the sale, place a check in the box to the left of the Record ID number and then click the “Remove Items” button at the bottom of the item listing.



SALE

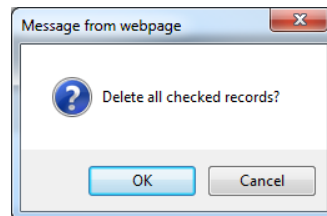
Sales Information Items Notes

Add Items

<input type="checkbox"/>	Record #	Description
<input type="checkbox"/>	508688-0	Apple 20" iMac (CAH00460)
<input checked="" type="checkbox"/>	508530-0	4ft x 2 1/2ft white table

Remove Items

You will be prompted to confirm the removal of the asset from the sale.



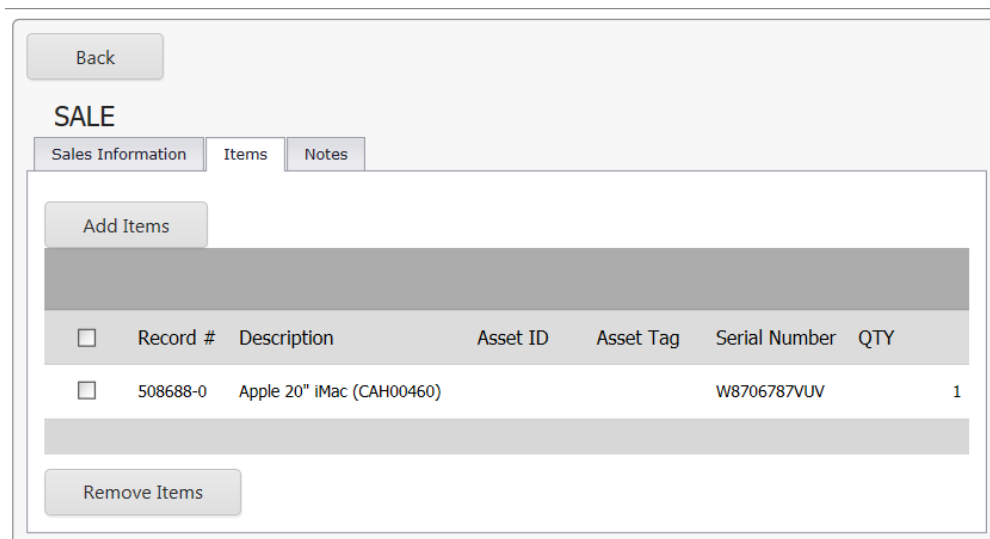
Message from webpage

?

Delete all checked records?

OK Cancel

The item removed from the sale will no longer appear on the Items listing and the asset will be returned to inventory for use on a future sale.



Back

SALE

Sales Information Items Notes

Add Items

<input type="checkbox"/>	Record #	Description	Asset ID	Asset Tag	Serial Number	QTY
<input type="checkbox"/>	508688-0	Apple 20" iMac (CAH00460)			W8706787VUV	1

Remove Items

After all of the items have been added and you are satisfied with the description entered, click the "Save Sale" button on the main "Sales Information" tab.

## SALE

Sales Information

Items

Notes

Status: **AWAITING SALE**

Venue: ONLINE

ReferenceID:\*

Title/Desc:\*

Sold Date:

Picked Up Date:

Created By: Christopher Rausch

Created Date: 07/06/2016 6:35 PM

Edited By: Christopher Rausch

Edited Date: 07/06/2016 6:35 PM

SAVE SALE

SOLD

CANCEL

PICKUP

DELETE

NEW SALE

After the sale has been saved to the SPP database, you can then set the auction date and price in the GovDeals system.

### Media Editor






Asset ID: 10013 - One (1) 20 Inch Apple iMac 5,1 Computer

If you wish to delete an item, check the box beside/below it and click the "Delete Media" button at the bottom.

The first image is the thumbnail for search results.

To resequence photos, click and drag the image to where you would like it.

When finished, click the save button to record the sequence.

select 
select 
select 
select 
select

Delete Media

Save Sequence

Preview Asset

Auction Dates

Duplicate



On the "Auction Date" page, you will need to set the auction end date, auction end time, the opening bid amount, the current sales tax rate for Orange County, and the bid increment. After these details have been entered, click the "Add New Auction" button at the bottom of the page to save the auction. Starting bids should be entered in amounts similar to past auctions for the same type of asset. Also, homogenous assets should be spaced out so as to not flood the market with a particular item. Having multiple auctions with the same asset make/model closing on the same day leads to lower final bids due to the multiple selections available.

**Add New Auction**

\*Tier:  ▼

\*Start Date/Time:  # Days:  ▼ \*Hr:  \*Mn:  \*AM/PM:  ▼ ET

\*End Date/Time:  \*Hr:  \*Mn:  \*AM/PM:  ▼ ET

---

\*Opening:  Special Tax:


\*Increment:  Cumulative Tax:  %

Reserve:

Strike:

I agree to give this asset away at no cost.

Set asset to Ready For Auction status.



The GovDeals website will confirm that the auction was loaded successfully or it will prompt you to correct any errors or to add any missing information.

### Asset #10013 Auction Info

Your entry was successful.

Tier	Auction Start	Auction End	Opening	Increment	Reserve	Strike	Tax	Visitors	Hits	
General Public	7/6/16 7:05 PM ET	7/14/16 12:00 PM ET	\$20.00	\$2.00	\$0.00	\$0.00	6.5000%	0	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Occasionally, a customer will ask a question about an asset through the GovDeals website. To view all pending unanswered questions, click on the "Q&A link" under the "Assets" tab on the main dashboard in the GovDeals system.



Dashboard Assets Maintenance Sec

- Start a New Asset
- Search
- Previous Results
- Q & A **1** 
- Modify Asset

This will bring you to the “Questions and Answers” page. The page is split into two categories. The first is for the pending, unanswered questions and the second is for past questions that have already been answered. To filter out older questions, use the “At Auction” option in the search criteria. To answer the question, click the “Answer Question” button on the right.

**Questions and Answers**

Search Q & A At Auction Keyword:  Asset Number:

**Unanswered Questions**

<b>Asset 9953 - One (1) Dell Latitude E6420 Laptop (No Power Adapter)</b>		<input style="border: 1px solid red; border-radius: 50%; padding: 2px;" type="button" value="Answer Question"/>
<b>Date:</b> 07/01/2016 21:56:58	<b>Username:</b> kkendrick5@cfl.rr.com	
<b>Emailed To:</b> UCF Surplus Property	<b>CC:</b> UCF Surplus, Lance Watkins, Joshua Haupt	
<b>Question:</b> Would it be possible to get the service tag number from the bottom of this Laptop?		

After you've entered your answer to the customer's question, click the “Submit Answer” button at the bottom.

**Unanswered Questions**

<b>Asset 9953 - One (1) Dell Latitude E6420 Laptop (No Power Adapter)</b>	
<b>Date:</b> 07/01/2016 21:56:58	<b>Username:</b> kkendrick5@cfl.rr.com
<b>Emailed To:</b> UCF Surplus Property	<b>CC:</b> UCF Surplus, Lance Watkins, Joshua Haupt
<b>Question:</b> Would it be possible to get the service tag number from the bottom of this Laptop?	
<b>Answer:</b>	
Hello and thank you for looking into our auctions. The service tag on this laptop is GM8Y2R1. Please let us know if you have any other questions. Thanks again and have a great day. Chris @ UCF Surplus	
<input checked="" type="checkbox"/> <b>Post to Auction Page</b> <input type="checkbox"/> <b>Email Copy to Me</b> <span style="float: right;">205 /1000 characters</span>	
<input style="border: 1px solid red; border-radius: 50%; padding: 5px;" type="button" value="Submit Answer"/> <input type="button" value="Cancel"/>	

The question will be moved to the “Answered Questions” category and your response will be emailed to the customer by the GovDeals server.

**Unanswered Questions**

Your answer regarding Asset 9953 has been emailed to kkendrick5@cfl.rr.com.

You have no unanswered questions meeting the search criteria.

**Answered Questions**

<b>Asset - 9953 - One (1) Dell Latitude E6420 Laptop (No Power Adapter)</b>		<input type="button" value="Modify Answer"/>
<b>Date:</b> 07/01/2016 21:56:58	<b>Username:</b> kkendrick5@cfl.rr.com	
<b>Emailed To:</b> UCF Surplus Property	<b>CC:</b> UCF Surplus, Lance Watkins, Joshua Haupt	
<b>Answer Date:</b> 07/06/2016 19:20:24	<b>Answered By:</b> UCF Surplus	
<b>Question:</b> Would it be possible to get the service tag number from the bottom of this Laptop?		
<b>Answer:</b> Hello and thank you for looking into our auctions. The service tag on this laptop is GM8Y2R1. Please let us know if you have any other questions. Thanks again and have a great day. Chris @ UCF Surplus		

When the auction for your listed asset has closed with a winning bidder, you will need to email the customer, from the departmental account of [surplusproperty@ucf.edu](mailto:surplusproperty@ucf.edu), with payment and pickup instructions. The customer's email address may be found in the GovDeals certificate that is emailed to the departmental email account for each successful auction sale. The email notification template providing payment instructions follows:

## UCF Surplus Property

Congratulations on being the winning bidder! You have 5 business days to arrange for payment, and 10 business days for pick up. Here are the next steps:

Payment Options	Pickup and Directions
<ul style="list-style-type: none"> <li>• <b>PayPal</b> : Send to <a href="mailto:surplusproperty@ucf.edu">surplusproperty@ucf.edu</a></li> <li>• <b>Cash</b>: Please bring exact change (US currency). Unfortunately we don't have a cash drawer.</li> <li>• <b>Money Order</b>: Payable to "University of Central Florida"</li> <li>• <b>Cashier's Check</b>: Payable to "University of Central Florida"               <ul style="list-style-type: none"> <li>○ Both money orders and cashiers checks can be sent to our address below</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Hours: M – F, 8 am – 4 pm (excluding <a href="#">UCF holidays</a>)</li> <li>• Unfortunately we <b>don't ship</b>. Please e-mail The <a href="#">UPS Store</a> for assistance.</li> <li>• Please <a href="#">e-mail</a> or call to arrange for pickups of <b>bulky items or large lots</b> at least 24 hours in advance.</li> <li>• Our address (below) is not listed in some GPS systems. You can use <a href="#">this map</a> to navigate once on campus.</li> <li>• We are a warehouse, so pull right on up to the docks!</li> </ul>

## Contact

**Phone** : (407) 823-2398

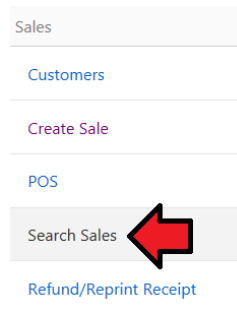
**Fax** : (407) 823-3529

**E-mail** : [surplusproperty@ucf.edu](mailto:surplusproperty@ucf.edu)

**Address** : 3540 East Perseus Loop, Orlando, FL 32816

***Special Notation:** UCF property transfers of surplus property or otherwise, may involve equipment, software or technical information subject to U.S. export control laws and regulations whose export is restricted by statute. Violations may result in administrative, civil or criminal penalties. Buyers assume all responsibility to comply with such laws including obtaining prior U.S. government approval or authorization to transfer or retransfer the property to another country. UCF assumes no liability for such transfers.*

After the winning bidder has been notified via email, the sale record in the SPP database will need to be updated to include the details. From the main dashboard, click on the "Search Sales" link in the left side menu bar.



Enter your sale record reference ID in the search box. This should be the same number as the GovDeals Asset ID that you originally entered when you listed the item.

Current Sales [Click here for all sales](#)

Reference ID	Venue	Customer	Title	Grand Total	Sale Status	Date Sold
10014						
<a href="#">10014</a>	ONLINE		One (1) Square Wooden Table 36" x 36" x 19"	0.00	Awaiting sale	

Click on the blue reference ID link to access the record.

Back

### SALE

Sales Information | Items | Notes

Status: **AWAITING SALE**

Venue: ONLINE

ReferenceID:\*

Title/Desc:\*

Sold Date:

Picked Up Date:

Created By: Christopher Rausch

Created Date: 07/06/2016 7:29 PM

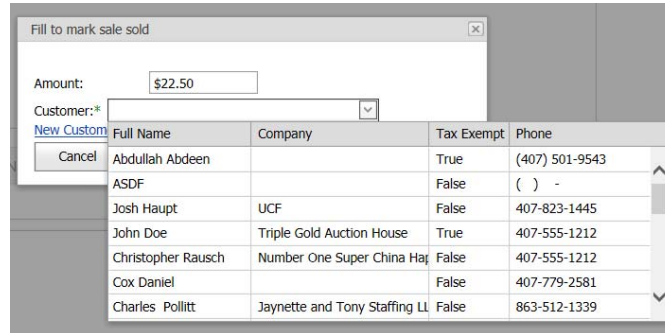
Edited By: Christopher Rausch

Edited Date: 07/06/2016 7:35 PM

SAVE SALE | SOLD | CANCEL | PICKUP | DELETE | NEW SALE

Click on "Sold" button on the bottom to mark the sale record as "Sold". You will be prompted to enter the amount that the asset(s) sold for as well as the customer who made the winning bid.

**THE SALE AMOUNT SHOULD NOT INCLUDE SALES TAX. THE DATABASE WILL FIGURE OUT THE TAX DUE BASED UPON THE CUSTOMER'S TAX EXEMPT STATUS OR STANDARD RETAIL CUSTOMER STATUS.**



Fill to mark sale sold

Amount:

Customer:\*

Full Name	Company	Tax Exempt	Phone
Abdullah Abdeen		True	(407) 501-9543
ASDF		False	( ) -
Josh Haupt	UCF	False	407-823-1445
John Doe	Triple Gold Auction House	True	407-555-1212
Christopher Rausch	Number One Super China Har	False	407-555-1212
Cox Daniel		False	407-779-2581
Charles Pollitt	Jaynette and Tony Staffing LL	False	863-512-1339

Sample data from the training version of the database – not actual customers

If the winning bidder is a new customer, you will need to enter the customer details into the database. You can retrieve this information from the GovDeals certificate for the auction. Certificates are emailed to the departmental email account of [surplusproperty@ucf.edu](mailto:surplusproperty@ucf.edu) at the time the auctions close or they can be obtained from the GovDeals website under the "Sold on Auction" link from the main page.

Payment Status	# Items	Over 14 days	\$ Value
Not Paid	49	6	\$3,798.29
Paid, Not Picked Up	73	34	\$5,436.51

Status	# Items	\$ Value
Closed No Bids	247	\$1,664.00
Ready for Auction	86	\$0.00
Ready for Review	10	\$0.00
Request for Credit - Complete	24	\$1,093.00
Sent to Auction	71	\$1,750.69
Sold on Auction	9,544	\$1,260,596.33
Template	1	
Withdrawn from Auction - Complete	21	\$1,754.01
<b>Totals:</b>	<b>10,004</b>	<b>\$1,266,858.03</b>



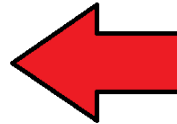
INV#	Photo	Short Desc	Status	Start Date	End Date	Shortcuts
50		One (1) 23" Apple Cinema HD Display Monitor	Sold on Auction	06/29/2016 5:04 PM	07/06/2016 1:45 PM	<ul style="list-style-type: none"> <li>Duplicate</li> <li>Auction Dates</li> <li>Bid Awards</li> <li>Bid History</li> <li>Bill of Sale</li> <li>Certificate</li> <li>Modify</li> <li>Preview</li> <li>Request Credit</li> <li>Internal Documents</li> </ul>
49		Two (2) Apple Cinema Displays	Sold on Auction	06/29/2016 5:01 PM	07/06/2016 1:30 PM	
48		One (1) Apple PowerMac G5 7,3 With 20" Apple Cinema Display	Sold on Auction	06/29/2016 4:55 PM	07/06/2016 1:15 PM	



GovDeals Seller's Certificate: 9950-0706161345-2863

Congratulations, University of Central Florida, FL has sold another item on the GovDeals Auction Services.

BUYER (#382994)	
Name:	Jason Laurence
Company:	Heavenly Hands Handyman Svcs., Corp
Title To:	Jason Laurence
Phone:	
Email:	REDACTED
Address:	



ITEM INFORMATION FOR ASSET ID: 9950	
Item:	<a href="#">One (1) 23" Apple Cinema HD Display Monitor</a>

Click on the "New Customer" link to add a customer to the database.

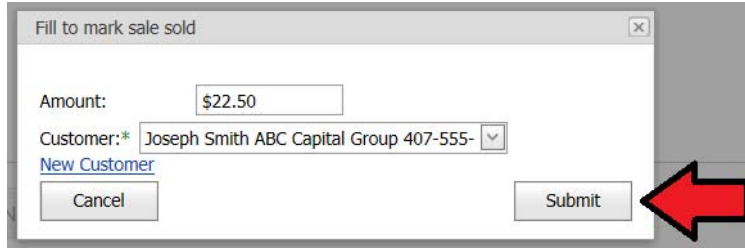
The "New Customer" dialogue box will pop up and you can fill in the information in the various fields on that form. If the customer has a valid (and current) sales tax exemption certificate, be sure to enter that information in the boxes provided. Sales tax exemption certificates must match the customer's business information in the GovDeals system. Florida sales tax certificates may be verified as current at <https://verify-taxcerts.state.fl.us/>.

Edit Customer (Joseph Smith)

First Name:	<input type="text" value="Joseph"/>	Last Name:	<input type="text" value="Smith"/>
Company:	<input type="text" value="ABC Capital Group"/>	UCF Employee:	<input type="checkbox"/>
Customer Type:*	<input type="text" value="ONLINE"/>		
Address:*	<input type="text" value="123 Main Street"/>		
	<input type="text" value="Anytown"/>		
	<input type="text" value="Florida"/>	<input type="text" value="32999"/>	
Phone:*	<input type="text" value="(407) 555-1212"/>	Email:	<input type="text" value="jsmith@abccap.com"/>
Fax:	<input type="text" value="( ) - -"/>		
Tax Cert #:	<input type="text" value="FL: 86-554487598"/>	Tax Cert Expire:	<input type="text" value="12/31/2016"/>

Sales tax exemption certificates do not have to be accepted and it is within the Account Manager's right to reject any exemption certificate that appears to be fraudulent or if it does not match the business registered with GovDeals.

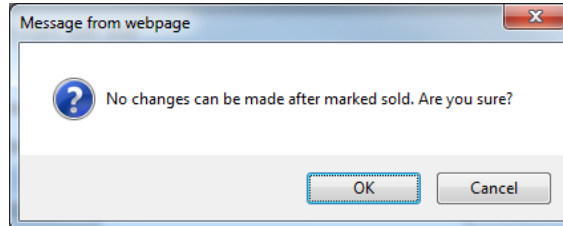
After the customer information has been entered, click the "Save" button at the bottom of the dialogue box to commit the record to the database. You may still have to search for your newly-entered customer on the "Fill to mark sale sold" dialogue box if it does not automatically populate. Click the "Submit" button to save the customer to the sale.



The screenshot shows a dialog box titled "Fill to mark sale sold". It contains the following fields and buttons:

- Amount: \$22.50
- Customer: \* Joseph Smith ABC Capital Group 407-555- (dropdown menu)
- [New Customer](#) (link)
- Cancel button
- Submit button (highlighted with a red arrow)

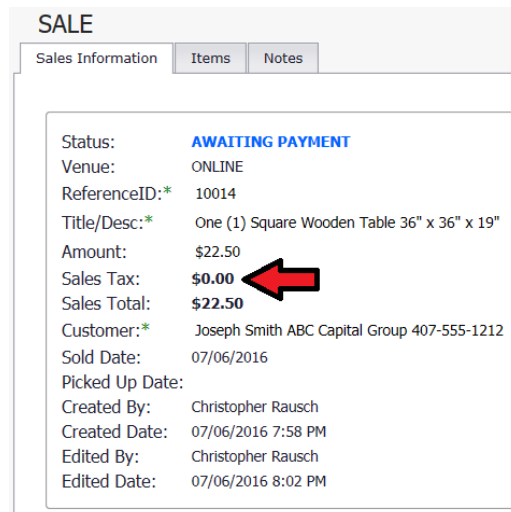
You will be prompted to confirm the transaction.



The screenshot shows a "Message from webpage" dialog box with a question mark icon and the text: "No changes can be made after marked sold. Are you sure?". It has "OK" and "Cancel" buttons.

**YOU WILL NOT BE ABLE TO MAKE CHANGES TO THE SALE RECORD AFTER MARKING IT AS SOLD. BE SURE TO ADD ANY TAX EXEMPTION INFORMATION TO THE CUSTOMER'S FILE IN THE DATABASE PRIOR TO MARKING THE SALE AS SOLD. FAILURE TO UPDATE THIS INFORMATION BEFORE MARKING THE SALE AS SOLD WILL CAUSE TAX TO BE ADDED TO THE SALE AND IT CANNOT BE RETROACTIVELY REMOVED.**

Your sale will now change from "Awaiting Sale" status to "Awaiting Payment" status. If your customer is tax exempt and has a valid tax exemption certificate on file with the SPP, the database will not include tax on the sale record.



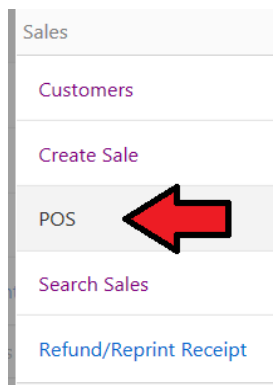
The screenshot shows the "SALE" record details in a web application. The "Sales Information" tab is selected. The record details are as follows:

- Status: **AWAITING PAYMENT**
- Venue: ONLINE
- ReferenceID:\* 10014
- Title/Desc:\* One (1) Square Wooden Table 36" x 36" x 19"
- Amount: \$22.50
- Sales Tax: **\$0.00** (highlighted with a red arrow)
- Sales Total: **\$22.50**
- Customer:\* Joseph Smith ABC Capital Group 407-555-1212
- Sold Date: 07/06/2016
- Picked Up Date:
- Created By: Christopher Rausch
- Created Date: 07/06/2016 7:58 PM
- Edited By: Christopher Rausch
- Edited Date: 07/06/2016 8:02 PM

Customers purchasing items from the university through GovDeals auctions have four (4) available methods of payment. They can pay using PayPal, pay with cash (exact change only), pay with a money order, or pay with a cashier's check. The SPP does not accept personal or business checks for online auction sales at this time.

While most customers make payment at the time of pickup, some of our customers are not local and there are instances where customers will make payment several days in advance of the physical pickup of the item(s). For this reason, the SPP database was designed with functionality that allows transactions to be paid for on one date and then marked as picked up on another.

To begin the processing of a customer payment, click the POS (Point of Sale) link on the left hand menu bar from any dashboard within the SPP database.



This will bring you to the "Point of Sale" page showing all open sales that have not yet been paid. You can search the list by the customer's name, the reference ID, or by the title of the sale that you entered when the sale was created.

Retail	Online	Recycle - CND	Recycle - Elec.	Donation	
Customer	Reference ID	Title	Sub Total	Tax	Total
<a href="#">Add</a> claudio lerebours	9829-0621161000-2863	One (1) Dell Latitude XT Tablet Laptop Computer	52.01	3.38	55.39
<a href="#">Add</a> Eric Esterson	9824-0621161030-2863	One (1) Kodak Ektagraphic IIIA Slide Projector	8.00	0.52	8.52
<a href="#">Add</a> Joseph Hillebrandt	9836-0621161045-2863	One (1) Dell Latitude XT Tablet Computer	35.00	2.28	37.28
<a href="#">Add</a> kyle huneycutt	9826-0621161130-2863	One (1) Symon Digital Appliance SDA-715 Media Player	12.00	0.78	12.78
<a href="#">Add</a> Linda Cookney	9818-0621161200-2863	One (1) Denon DN-961FA Professional CD Player	32.12	0.00	32.12
<a href="#">Add</a> Allen Belotte	9820-0621161215-2863	One (1) Symon Digital Appliance SDA-715 Media Player	11.00	0.00	11.00
<a href="#">Add</a> hernal dudley	9816-0621161230-2863	One (1) MicroSoft Surface Tablet and Keyboard (No P/A)	119.00	7.74	126.74
<a href="#">Add</a> claudio lerebours	9832-0621161245-2863	Twelve (12) Dell Latitude 2110 Netbooks (No Power Adapters)	315.00	20.48	335.48
<a href="#">Add</a> Richard Brown	9833-0621161315-2863	One (1) Sony DXC-950 PowerHAD 3CCD Color Video Camera	32.12	0.00	32.12
<a href="#">Add</a> Nicholas Cipriano	9815-0621161330-2863	Eight (8) Black Canvas Bags For Carrying Projectors	11.00	0.00	11.00

Page 1 of 2 (12 items) < [1] 2 >

Ref #	Sub Total	Tax	Total
No data to display			
			<b>\$0.00</b>

Transact





This will open up the "Process Payment" screen where the payment details may be entered into the sale record.

Process Payment ✕

22.50 Total  
0.00 Payments  
22.50 Balance  
0.00 Change

**Cash**

---

Tendered:  Over Payment:

**Cashiers Check/Money Order**

---

Amount:  Check Number:

**Paypal**

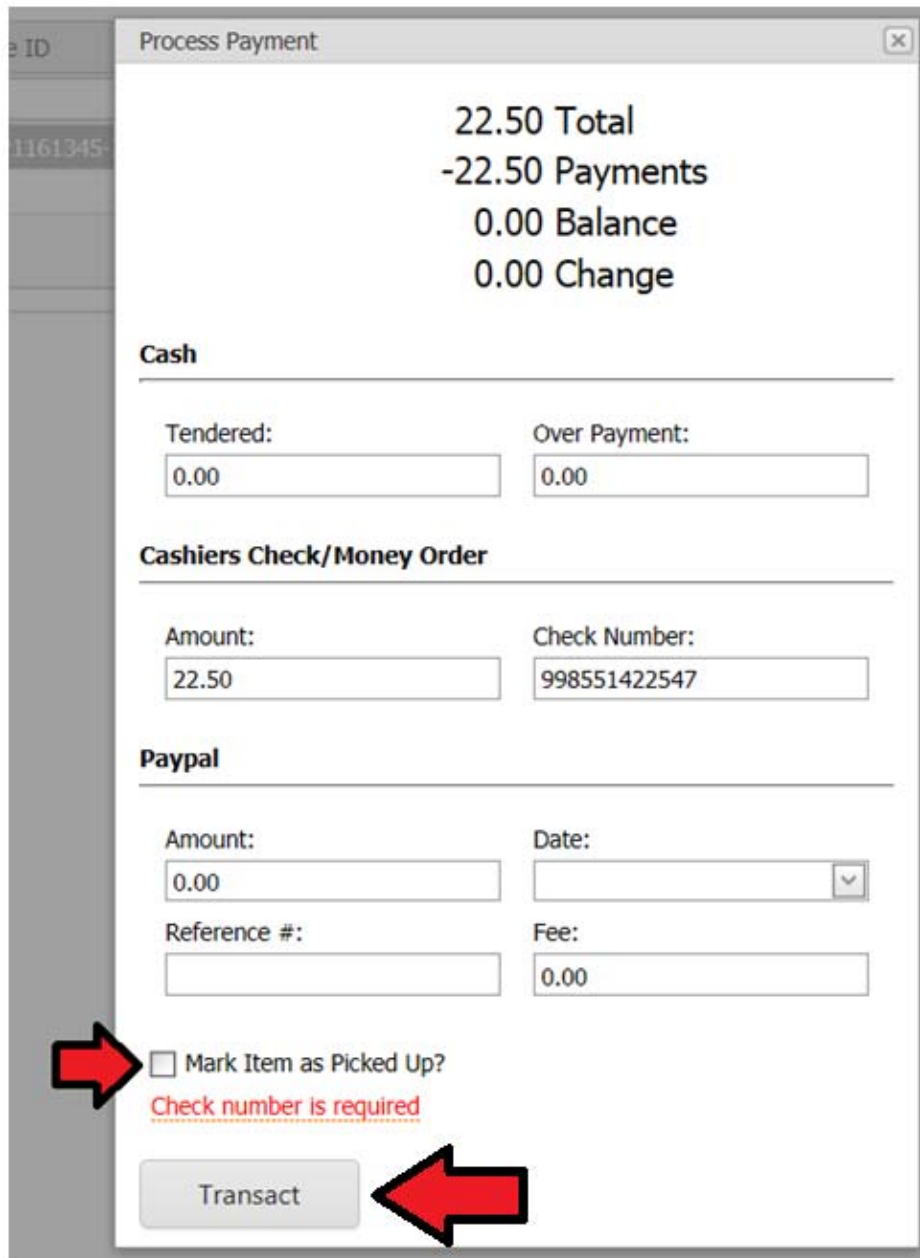
---

Amount:  Date:  ▼

Reference #:  Fee:

Mark Item as Picked Up?

For this example, we'll assume that the winning bidder is an out-of-state customer who mailed us a cashier's check.



Process Payment

22.50 Total  
-22.50 Payments  
0.00 Balance  
0.00 Change

**Cash**

Tendered:  Over Payment:

**Cashiers Check/Money Order**

Amount:  Check Number:

**Paypal**

Amount:  Date:

Reference #:  Fee:

Mark Item as Picked Up?  
*Check number is required*

Transact

Notice at the top of the form, the balance due now shows zero. Additionally, we have left the “Mark Item as Picked Up?” box unchecked as we have received payment, but the asset remains in the warehouse. This will be updated at a later date when the pickup has been made by the customer’s courier service. After all of the details have been entered, click the “Transact” button at the bottom of the screen to save the payment record.

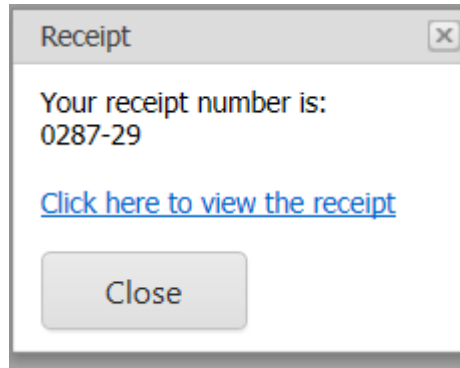


# Resource Management

## Surplus Property Program

Surplus Property Program Database User's Manual

A receipt will be generated that can be emailed to the customer and can also be placed on the physical asset in the warehouse to inform warehouse employees that the auction has been paid. To view the receipt, click on the "Click here to review the receipt" link. This document can be saved in PDF format for emailing purposes.



## UCF Surplus Property Program

### Payment Receipt

Receipt #: 0287-29

Date: 07/07/2016 16:11

Cashier: Rausch, Christopher

<u>Ref #</u>	<u>Title</u>	<u>Amount</u>	<u>Tax</u>	<u>Total</u>
10014	One (1) Square Wooden Table 36" x 36" x 19"	22.50	\$0.00	\$22.50

<u>Record #</u>	<u>Qty</u>	<u>Description</u>	<u>Serial #</u>	<u>Asset Tag</u>
200212-0	1	Square Wooden Table 36" x 36" x 19"		

Sub Total: \$22.50

Tax: \$0.00

Total: \$22.50

Cash Tendered: \$0.00

Check Number: 998551422547

Check: \$22.50

Paypal: \$0.00

Change: \$0.00

If the customer has made payment but has yet to pick up the asset(s), an email should be sent to the customer from the departmental email account of [surplusproperty@ucf.edu](mailto:surplusproperty@ucf.edu) acknowledging payment receipt. The email template for payments received follows:

## UCF Surplus Property

Thank you for your payment! Pick up must be made within 10 business days of **auction closing date**. Here is the next step:

### Pickup and Directions

- Hours: M – F, 8 am – 4 pm (excluding [UCF holidays](#))
- Unfortunately we **don't ship**. Please e-mail The [UPS Store](#) for assistance.
- Please [e-mail](#) or call to arrange for pickups of **bulky items or large lots** at least 24 hours in advance.
- Our address (below) is not listed in some GPS systems. You can use [this map](#) to navigate once on campus.
- We are a warehouse, so pull right on up to the docks!

### Contact

**Phone** : (407) 823-2398

**Fax** : (407) 823-3529

**E-mail** : [surplusproperty@ucf.edu](mailto:surplusproperty@ucf.edu)

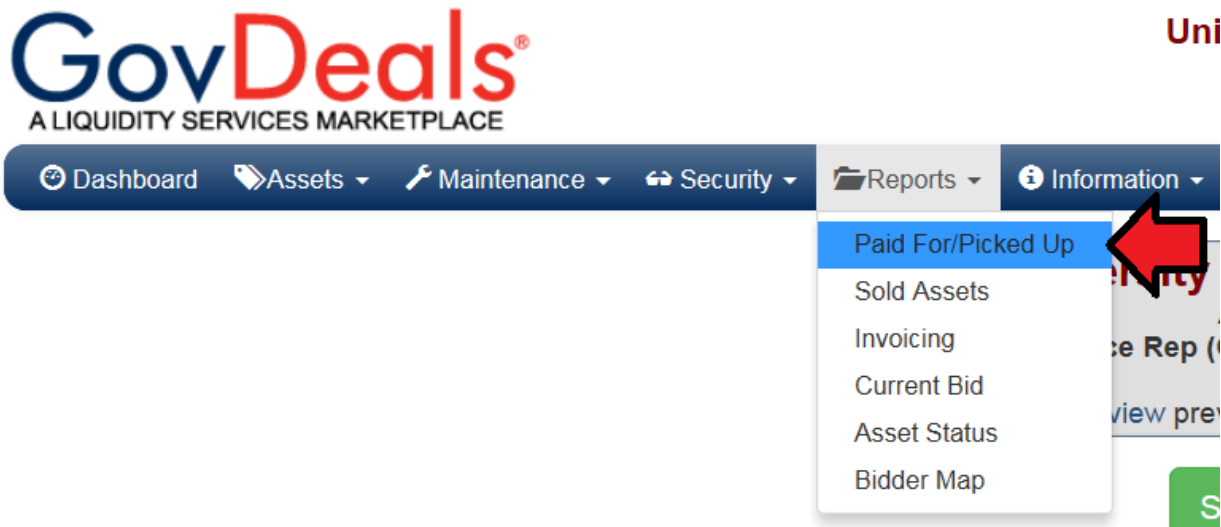
**Address** : 3540 East Perseus Loop, Orlando, FL 32816

***Special Notation:** UCF property transfers of surplus property or otherwise, may involve equipment, software or technical information subject to U.S. export control laws and regulations whose export is restricted by statute. Violations may result in administrative, civil or criminal penalties. Buyers assume all responsibility to comply with such laws including obtaining prior U.S. government approval or authorization to transfer or retransfer the property to another country. UCF assumes no liability for such transfers.*

**NOTE:** Contact a current Account Manager for assistance in setting up email templates in your Outlook email client.

As many customers will win multiple bids each week, assets should be staged in the warehouse in groups by customer. This will streamline the pickup process by decreasing the labor time required to retrieve assets therefore providing a better experience for the winning bidder.

You will now need to mark the auction as paid in the GovDeals system. Log into the GovDeals server using the login process described earlier and navigate to the "Paid For/Picked Up" subcategory under the "Reports" menu bar link on the main dashboard.



This will bring you to the listing of all unpaid auctions. This list is sortable by any of the category titles shown. In this instance, we've sorted our list by customer name.



The screenshot shows the 'Paid For & Picked Up Report' page. The page header includes the GovDeals logo, 'University of Central Florida, FL', 'UCF Surplus', and a 'Log Out' button with a 'timeout in 58:51'. A 'Site consultant ONLINE' banner is also visible. The main content area features a 'Filter by: Not Paid' dropdown and 'Submit' and 'Export to Excel' buttons. Below is a table with the following data:

ID	Inv ID	Description	Buyer Name ↑	End Date/Time	High Bid	Tax	Add'l Fees	Total	GovDeals Fee	Net Pay	Status	Reminder
9913	507983, 508103	One (1) Dell OptiPlex 980 Computer With 19 Inch Monitor	Abnet Mathurin	7/1/16 1:30 PM	\$67.99	\$4.42		\$72.41	\$5.10	\$72.41		Reminde
9914	508623, 507979	One (1) Dell OptiPlex 980 Computer With 19 Inch Monitor	Abnet Mathurin	7/1/16 2:00 PM	\$67.99	\$4.42		\$72.41	\$5.10	\$72.41		Reminde
9915	507986, 508040	One (1) Dell OptiPlex 980 Computer With 19 Inch Monitor	Abnet Mathurin	7/1/16 12:45 PM	\$69.00	\$4.48		\$73.48	\$5.17	\$73.48		Reminde
9922	507597, 508542	One (1) Dell OptiPlex 980 Computer With 20 Inch Monitor	Abnet Mathurin	7/5/16 11:30 AM	\$68.00	\$4.42		\$72.42	\$5.10	\$72.42		Reminde

Use the "Status" combo box on the right-hand side of each line item to change the status from unpaid to paid. If the customer made the payment and asset retrieval in person, you can use the "Picked Up" option to mark the line item as both paid and picked up at the same time.

Tax	Add'l Fees	Total	GovDeals Fee	Net Pay	Status	Reminder ?
\$4.42		\$72.41	\$5.10	\$72.41	<div style="border: 1px solid black; padding: 2px;">           Paid Picked Up         </div>	Reminder

After the line items have been marked as either paid or picked up, click the "Submit" button at the top of the listing to commit the changes to the GovDeals database.

### Paid For & Picked Up Report

Filter by:

Item #	End Date/Time	High Bid	Tax	Add'l Fees	Total	GovDeals Fee	Net Pay	Status	Remi
...	7/1/16 1:30 PM	\$67.99	\$4.42		\$72.41	\$5.10	\$72.41	Paid	Rem
...	7/1/16 2:00 PM	\$67.99	\$4.42		\$72.41	\$5.10	\$72.41	Paid	Rem
...	7/1/16 12:45 PM	\$69.00	\$4.48		\$73.48	\$5.17	\$73.48	Paid	Rem

Occasionally, a customer will be late with payment. To send them a friendly reminder about the payment obligation of the auction, simply click the "Reminder" button and the GovDeals server will email the customer with a request for payment. If you have previously sent a reminder, a date will be shown where the reminder button would have been for that line item.

6/20/16 1:45 PM	\$27.00	\$1.75	\$28.75	\$5.00	\$28.75		06/30/16
6/24/16 9:52 AM	\$25.00	\$1.62	\$26.62	\$5.00	\$26.62		Reminder


All payments are processed in basically the same manner in the SPP database with one small exception for PayPal payments. PayPal charges a merchant processing fee for payments processed through their system. This cost needs to be captured in the SPP database for accounting purposes.

For this example, suppose an auction closed successfully and the winning bidder made payment via PayPal. We would start in the same manner by searching for the sale under the "POS" menu link.

Retail	Online	Recycle - CND	Recycle - Elec.	Donation		
	Customer	Reference ID	Title	Sub Total	Tax	Total
		9816				
<a href="#">Add</a>	hernal dudley	9816-0621161230-2863	One (1) MicroSoft Surface Tablet and Keyboard (No P/A)	119.00	7.74	126.74

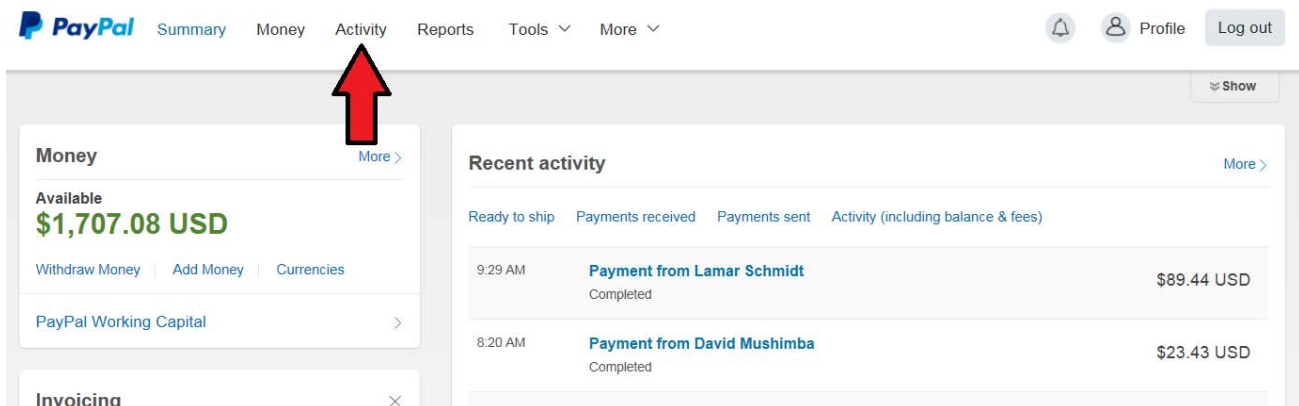
Click the blue "Add" link to add the transaction to the payment processing side of the screen and then click the "Transact" button (same process as in the previous example).

	Ref #	Sub Total	Tax	Total
<a href="#">Remove</a>	9816-0621161230-2863	119.00	7.74	126.74
				<b>\$126.74</b>



You'll notice that the section for PayPal payments include fields for "Reference Number" and "Fee". The reference number is the PayPal Transaction ID for the payment and the fee is the merchant processing fee charged by PayPal for processing the payment. Both numbers can be viewed from within the PayPal system.

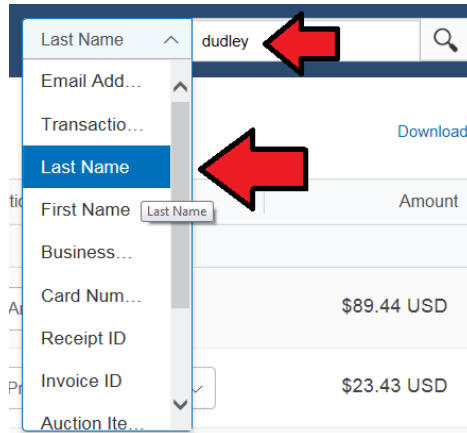
First, log into the PayPal system at [www.paypal.com](http://www.paypal.com). Login credentials can be provided by a current Account Manager. After you've successfully logged into the system, navigate to the "Activity" link in the top menu bar.



The screenshot shows the PayPal user interface. At the top, the navigation bar includes 'Summary', 'Money', 'Activity', 'Reports', 'Tools', and 'More'. A red arrow points to the 'Activity' link. Below the navigation bar, the 'Money' section displays an available balance of \$1,707.08 USD. The 'Recent activity' section shows a list of transactions, including two completed payments: one from Lamar Schmidt for \$89.44 USD and one from David Mushimba for \$23.43 USD.



If your transaction is not in the list shown or there are a large number of unprocessed payments, use the "Search for transactions" box in the upper right-hand corner to find it.



Clicking the search box magnifying glass on the right will bring up your transaction.

1 result found for **dudley** from April 8, 2016 to July 7, 2016. [Back to all transactions](#)

<input type="checkbox"/>	Date	Description	Actions	Amount
<input type="checkbox"/>	Jun 23, 2016	 <b>Payment from hernal dudley</b> Completed	Print shipping label <input type="button" value="v"/>	\$126.74 USD

Click on the line item to bring up the transaction details.


**Payment Received** (Unique Transaction ID # 5R626752XV4559458) 

**Sent by:** hernal dudley (The sender of this payment is **Verified**)

**Buyer email:** [REDACTED]

**Payment sent to:** Surplusproperty@ucf.edu

**Amount received:** \$126.74 USD

**Fee amount:** -\$3.98 USD 

**Net amount:** \$122.76 USD

[Issue a refund ?](#)

You have up to 60 days to refund the payment.

**Date:** Jun 23, 2016

**Time:** 16:08:11 PDT

**Status:** Completed

**Subject:** hernal dudley has just sent you \$126.74 USD with PayPal

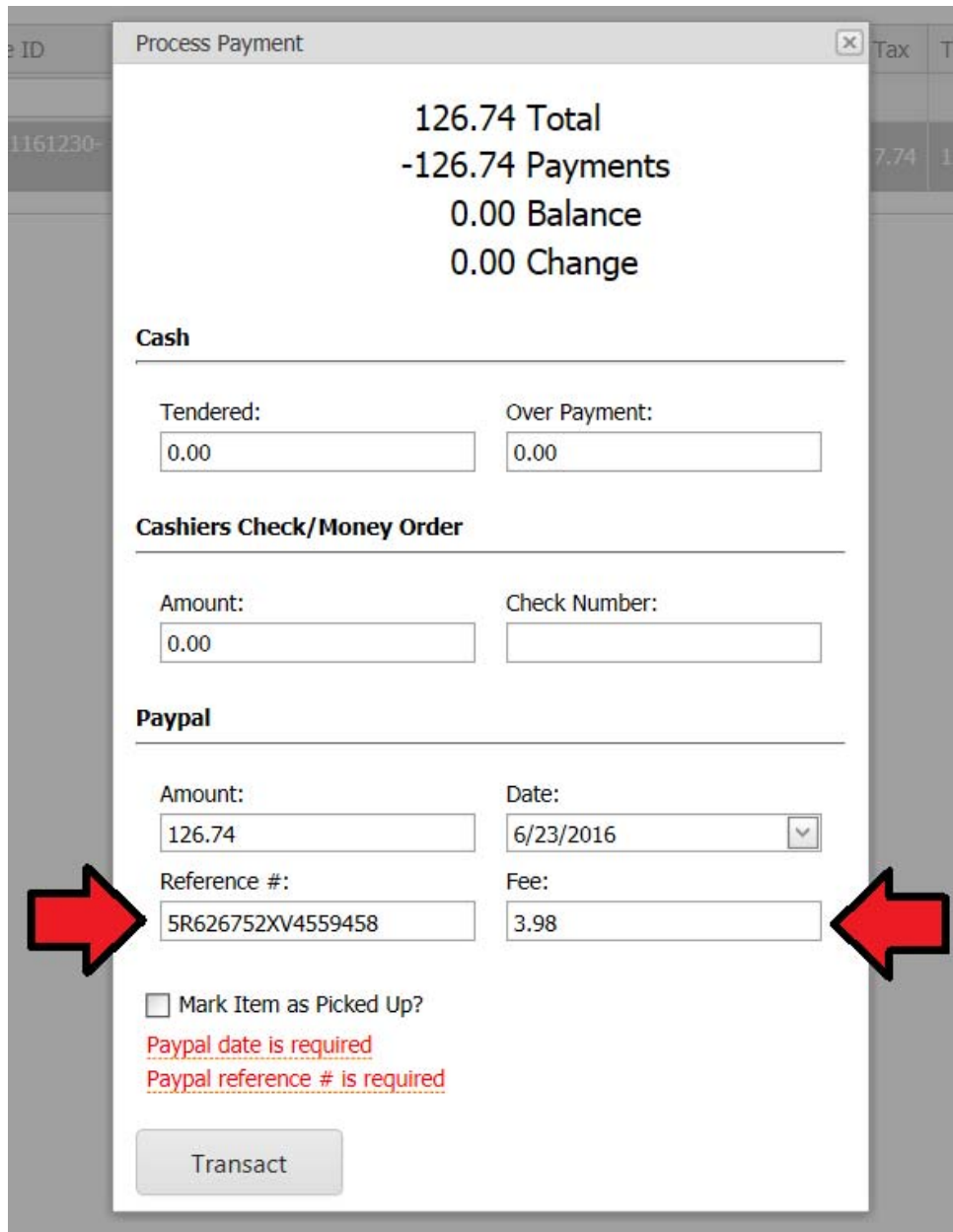
**Note:** GovDeals Buyer's Certificate: 9816-0621161230-2863

**Payment type:** Instant

**Shipping:**

[ [Launch PayPal MultiOrder Shipping](#) | [Print Shipping Label](#) | [Print Packing Slip](#) | [Add Tracking Info](#) | [Remove Shipping Button/Link](#) ] ?

The transaction ID number will be used in the SPP database in the "Reference Number" field and the Fee amount will be used in the "Fee" field.



Process Payment

126.74 Total  
-126.74 Payments  
0.00 Balance  
0.00 Change

**Cash**

Tendered: 0.00 Over Payment: 0.00

**Cashiers Check/Money Order**

Amount: 0.00 Check Number:

**Paypal**

Amount: 126.74 Date: 6/23/2016  
Reference #: 5R626752XV4559458 Fee: 3.98

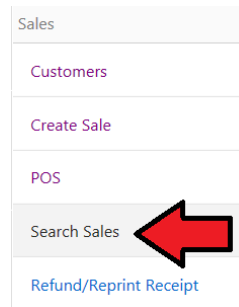
Mark Item as Picked Up?

Paypal date is required  
Paypal reference # is required

Transact

Next, suppose the customer who had previously sent us a cashier's check for his auction has now arranged for a courier to pick up the asset. At the close of the business day, the record now needs to be marked in both systems as "Picked Up".

To mark the asset as picked up in the SPP database, navigate to the "Search Sales" submenu link in the menu bar under the "Sales" category.



Use the search boxes at the top to find your sale. Click the blue "Reference ID" link to enter the sale record.

Current Sales [Click here for all sales](#)

Reference ID	Customer	Venue	Title	Grand Total	Sale Status	Date Sold
<a href="#">10014</a>						
<a href="#">10014</a>	Joseph Smith	ONLINE	One (1) Square Wooden Table 36" x 36" x 19"	22.50	Awaiting Pickup	07/06/2016

Click the "Pickup" button at the bottom of the sale to mark the asset as picked up.

Back

### SALE

Sales Information | Items | Notes

Status: **AWAITING PICKUP**

Venue: ONLINE

ReferenceID:\* 10014

Title/Desc:\* One (1) Square Wooden Table 36" x 36" x 19"

Amount: \$22.50

Sales Tax: **\$0.00**

Sales Total: **\$22.50**

Customer:\* Joseph Smith ABC Capital Group 407-555-1212

Sold Date: 07/06/2016

Picked Up Date:


Created By: Christopher Rausch

Created Date: 07/06/2016 7:58 PM

Edited By: Christopher Rausch

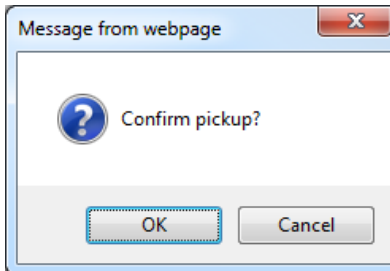
Edited Date: 07/06/2016 8:02 PM

Receipt: [View Receipt](#)



SAVE SALE | SOLD | CANCEL | **PICKUP** | DELETE | NEW SALE

You will be prompted to confirm the pickup.



Your sale will now be marked as complete.

### SALE

Sales Information

Items

Notes

**Status:** COMPLETE

**Vendor:** ONLINE

**ReferenceID:\*** 10014

**Title/Desc:\*** One (1) Square Wooden Table 36" x 36" x 19"

**Amount:** \$22.50

**Sales Tax:** \$0.00

**Sales Total:** \$22.50

**Customer:\*** Joseph Smith ABC Capital Group 407-555-1212

**Sold Date:** 07/06/2016

**Picked Up Date:** 07/07/2016 4:32 PM

**Created By:** Christopher Rausch

**Created Date:** 07/06/2016 7:58 PM

**Edited By:** Christopher Rausch

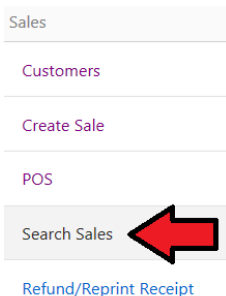
**Edited Date:** 07/06/2016 8:02 PM

**Receipt:** [View Receipt](#)

**ALL NON-ELECTRONIC PAYMENTS RECEIVED MUST BE VERIFIED BY AT LEAST TWO (2) MEMBERS OF THE SPP TEAM UPON RECEIPT AND IMMEDIATELY PLACED INTO THE WAREHOUSE SAFE FOR SAFEGUARDING AND END-OF-DAY PROCESSING. CASH AND BANK PAYMENT INSTRUMENTS SHOULD NOT BE LEFT UNATTENDED ANYWHERE IN THE WAREHOUSE FOR ANY REASON. THE COMBINATION TO THE WAREHOUSE SAFE IS ACCESS RESTRICTED AND AVAILABLE ONLY TO ACCOUNT MANAGERS AND THE ASSOCIATE DIRECTOR OF RESOURCE MANAGEMENT.**

Occasionally, an online auction sale will need to be canceled. This may happen due to the winning bidder having not made payment or if perhaps there was a material error in the listing details on the part of the SPP team member.

For canceled sales, such as in the event that a winning bidder fails to make payment, the sale must be canceled in the SPP database as well as in the GovDeals system. To cancel a sale, use the "Search Sales" option under the "Sales" menu bar on the left side of any screen within the SPP database.



Use the search boxes at the top to locate the sale you are canceling.

Reference ID	Venue	Title	Grand Total	Sale Status	Date Sold
9731					
<a href="#">9731-0608161345-2863</a>	ONLINE	Twenty (20) Stackable Banquet Chairs	114.01	Awaiting Payment	06/30/2016

Click on the blue "Reference ID" link to enter the sale record. Click on the "Cancel" button at the bottom.

Back

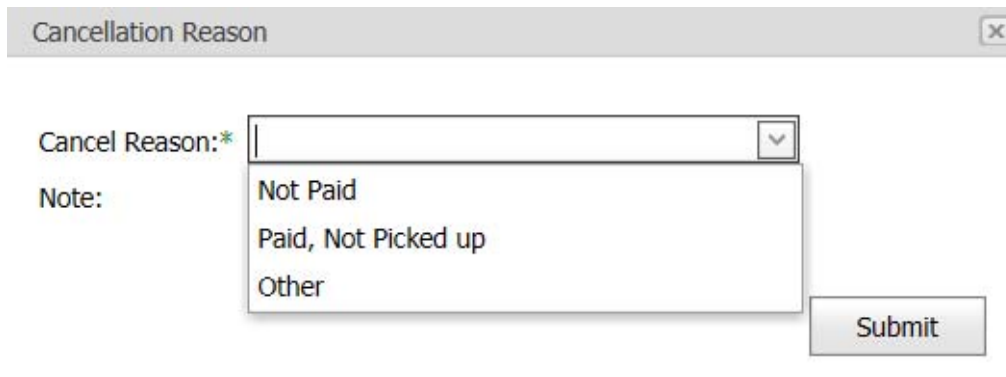
### SALE

Sales Information | Items | Notes

Status: **AWAITING PAYMENT**  
 Venue: ONLINE  
 ReferenceID:\* 9731-0608161345-2863  
 Title/Desc:\* Twenty (20) Stackable Banquet Chairs  
 Amount: \$107.05  
 Sales Tax: **\$6.96**  
 Sales Total: **\$114.01**  
 Customer:\* Jesus Luna luna brothers harvesting 863-634--  
 Sold Date: 06/30/2016  
 Picked Up Date:  
 Created By: Joshua Haupt  
 Created Date: 06/30/2016 9:35 AM  
 Edited By: Joshua Haupt  
 Edited Date: 06/30/2016 9:36 AM

SAVE SALE | SOLD | **CANCEL** | PICKUP | DELETE | NEW SALE | RELIST

You will be prompted to enter the reason for the cancelation from the drop-down combo box.



Cancellation Reason

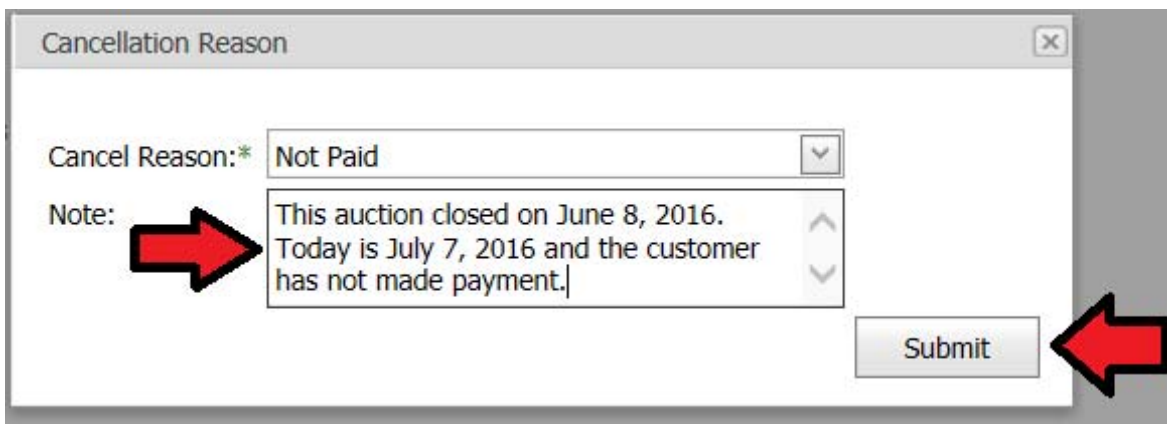
Cancel Reason:\*

Note:

- Not Paid
- Paid, Not Picked up
- Other

Submit

Select your reason, add a note to explain the situation, and then click the "Submit" button.



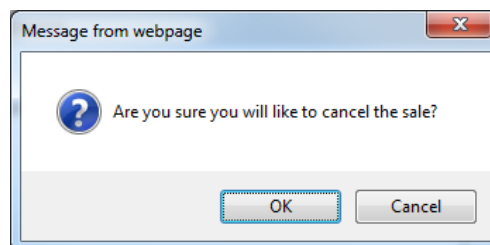
Cancellation Reason

Cancel Reason:\*

Note:

Submit

You will be prompted to confirm the cancelation.



Message from webpage

Are you sure you will like to cancel the sale?

OK Cancel

The status of the sale will be changed to "Canceled" and the items previously attached to the sale will be returned to inventory.

### SALE

Sales Information

Items

Notes

Status: **CANCELLED**

Venue: ONLINE

ReferenceID:\* 9731-0608161345-2863

Title/Desc:\* Twenty (20) Stackable Banquet Chairs

Amount: \$107.05

Sales Tax: **\$6.96**

Sales Total: **\$114.01**

Customer:\* Jesus Luna luna brothers harvesting 863-634-

Sold Date: 06/30/2016

Picked Up Date:

Created By: Joshua Haupt

Created Date: 06/30/2016 9:35 AM

Edited By: Joshua Haupt

Edited Date: 06/30/2016 9:36 AM


### SALE

Sales Information

Items

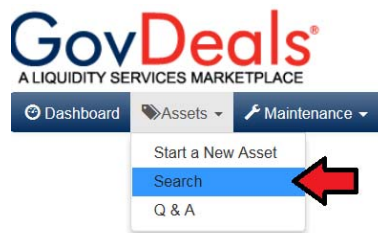
Notes

Record #	Description	Asset ID	Asset Tag	Serial Number	QTY
No items in sale					



After canceling the sale in the SPP database, you will also need to cancel the sale in the GovDeals system so that the university will receive a credit for the fee charged by GovDeals for that sale. This action may also lock the bidder's account preventing him or her from making bids in the future unless a penalty is paid by the bidder to both GovDeals and the university (further details follow).

Log into the GovDeals system as described earlier and navigate to the "Search" submenu under the "Assets" menu link at the top of the dashboard screen.






Enter the "Asset ID" into the search field and click the "Search" button. This will bring up your auction, but it also may bring up other transactions that may have similar numbers in the inventory IDs. Be sure to only request the credit on the auction at hand. Use the shortcut on the right to "Request Credit".

### Asset Search Results

Asset ID or Inventory ID is '9731'

Items 1 through 3 of 3

ID ↓	INV#	Photo	Short Desc	Status	Start Date	End Date	Shortcuts
9731	508356		Twenty (20) Stackable Banquet Chairs	Sold on Auction	06/01/2016 5:03 PM	06/08/2016 1:45 PM	<ul style="list-style-type: none"> <li>Duplicate</li> <li>Auction Dates</li> <li>Bid Awards</li> <li>Bid History</li> <li>Bill of Sale</li> <li>Certificate</li> <li>Modify</li> <li>Preview</li> <li>Request Credit</li> <li>Internal Documents</li> </ul>
6677	97316		Two (2) Oversized White Boards	Sold on Auction	06/02/2015 6:58 PM	06/09/2015 1:00 PM	
3272	79731+		Two (2) Easlet Castex Brand Carpet Cleaners	Sold on Auction	11/11/2013 4:59 PM	11/20/2013 2:00 PM	

Select the reason for the credit request. The only option that directly affects the customer is "Bidder Defaulted". Use one of the other reasons if the auction has been canceled due to actions on the part of the SPP.


### Request for Credit Reason

\*Credit Reason:  
Are you sure you want to take a

\*Action:

- Placed back in service
- Not as advertised
- Bidder defaulted
- Other

Cancel





If the cancellation reason is because the bidder defaulted, enter the reason in the comments box, choose whether or not you wish to relist the auction, and then click the "Submit" button.

### Request for Credit Reason

**\*Credit Reason:** Bidder defaulted

Submitting this request for credit will result in an email being issued to the awarded bidder notifying them of your action. Since the bidder will be locked out of the account or system, the reason for the lockout action will be provided to the bidder.

**Reason Comments (1200 characters max):**  
 This auction closed on June 8th. The bidder has been reminded to make payment, but as of today July 7, 2016 payment has not been received.

**\*Action:**  None  Reauction

If you choose to have the auction relisted, you will need to set the auction close date and time, then click the "Add New Auction" button at the bottom of the screen.

### Asset #9731 Auction Info

Tier	Auction Start	Auction End	Opening	Increment	Reserve	Strike	Tax	Visitors	Hits	Credit Reason
General Public	6/1/16 5:03 PM ET	6/8/16 1:45 PM ET	\$15.00	\$2.00	\$0.00	\$0.00	6.5000%	101	154	Bidder defaulted - This auction closed on June 8th. The bidder has been reminded to make payment, but as of today July 7, 2016 payment has not been received.

### Add New Auction

**\*Tier:** General Public

**\*Start Date/Time:** 07/07/2016 # Days:  **\*Hr:** 7 **\*Mn:** 22 **\*AM/PM:** PM ET

**\*End Date/Time:** 07/14/2016 **\*Hr:** 1 **\*Mn:** 00 **\*AM/PM:** PM ET

**\*Opening:** 15.00 **Special Tax:**

**\*Increment:** 2.00 **Cumulative Tax:** 6.5000 %

**Reserve:** 0

**Strike:** 0.00

I agree to give this asset away at no cost.

**NOTE: IF YOU HAVE CHOSEN TO RELIST THE AUCTION, THE SALE WILL NEED TO BE RE-ENTERED INTO THE SPP DATABASE AS IF IT WERE A NEW SALE. ITEMS ATTACHED TO A CANCELED SALE ARE RETURNED TO INVENTORY AT THE TIME OF CANCELATION.**

### Recycling Pickups (CND and Electronics) and Donations

Creating a "sale" for a recycling batch or a donation lot is virtually the same as creating a sale for an online auction with a couple of modifications.

- Only customers designated as "RECYCLE ELECTRONIC" or "RECYCLE CND" in the customer profile screen may be added to a recycling sale and only customers designated as "DONATION" may be added to a donation lot.

Edit Customer (John Johnson)

First Name:	<input type="text" value="John"/>	Last Name:	<input type="text" value="Johnson"/>
Company:	<input type="text" value="ESCRAP SOLUTIONS"/>	UCF Employee:	<input type="checkbox"/>
Customer Type:*	<input type="text" value="RECYCLE ELECTRONIC"/>		
Address:*	<input type="text" value="35 Gigabyte Drive"/>		
	<input type="text" value=""/>		
	<input type="text" value="orlando"/>	<input type="text" value="Florida"/>	<input type="text" value="32835"/>
Phone:*	<input type="text" value="(407) 555-1212"/>	Email:	<input type="text" value="john@escrap.com"/>
Fax:	<input type="text" value=""/>		
Tax Cert #:	<input type="text" value="FL: 50-5548875669"/>	Tax Cert Expire:	<input type="text" value="12/31/2016"/>

- Only items approved by the Property Board for recycling may be added to a recycling sale.
- Only items approved by the Property Board for donation may be added to a donation sale.
- Items approved for resale cannot be added to a recycling or donation sale and vice versa.

The process to create a recycling sale starts the same as with an online sale. From the "Sales" menu, click on "Create Sale" and set the venue to "RECYCLE ELECTRONIC" or "RECYCLE CND". Enter the reference ID, usually in the format 20160707-ESCRAP, 20160707-CND, or 20160707-DONATION where the reference shows the date of the batch and the type. Enter the "Title/Description" such as "One (1) Lot of Electronics For Recycling" or "One (1) Lot of CND Material For Recycling". Then choose the customer from the "Customer" combo box. After the information has been entered, click the "Create Sale" button.

### CREATE SALE

---


Select a venue:

---

ReferenceID:

Title/Desc:

Customer:



Items are then added to the sale record in the same manner as an online auction sale. After all items have been entered and payment has been received from the vendor (for e-scrap only – CND recycling and donations are transacted at zero dollars), click the “Sold” button on the main “Sale” page and enter the amount received from the vendor.

Fill to mark sale sold

Amount:

To process the payment in the “POS” screen, simply use the “Recycle – Elec.”, “Recycle-CND”, or “Donations” tab at the top and process the payment (or zero dollar transaction) in similar fashion to payments made for online sales.

Retail	Online	Recycle - CND	Recycle - Elec.	Donation						
					Customer Name	Reference ID	Title	Sub Total	Tax	Total
					<input type="text"/>	<input type="text"/>	<input type="text"/>			
					<a href="#">Add</a> John Johnson	20160707-ESCRAP	One (1) Lot of Electronics For Recycling	658.75	0.00	658.75

	Ref #	Sub Total	Tax	Total
<a href="#">Remove</a>	20160707-ESCRAP	658.75	0.00	658.75
				<b>\$658.75</b>

Process Payment

658.75 Total  
-658.75 Payments  
0.00 Balance  
0.00 Change

**Cash**

---

Tendered:  Over Payment:

**Cashiers Check/Money Order**

---

Amount:  Check Number:

**Paypal**

---

Amount:  Date:

Reference #:  Fee:

Mark Item as Picked Up  
Check number is required



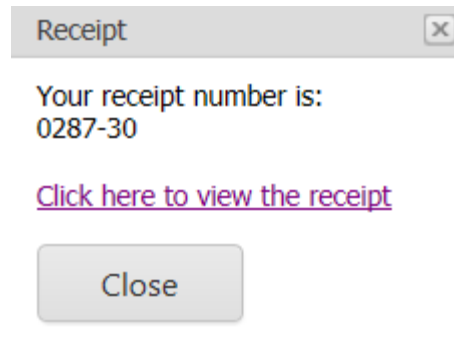
# Resource Management

## Surplus Property Program

Surplus Property Program Database User's Manual

This same process may be used for CND recycling sales as well as Donations with the exception that there is no payment tendered for these "sale" types. Additionally, there is no further actions taken with respect to other systems with recycling and donation transactions as there are with online sales made through GovDeals.

If the vendor wishes to obtain a receipt for the transaction or payment, one may be printed in the same manner as receipts printed for online auction sales.



## UCF Surplus Property Program

### Payment Receipt

Receipt #: 0287-30

Date: 07/07/2016 18:25

Cashier: Rausch, Christopher

<u>Ref #</u>	<u>Title</u>	<u>Amount</u>	<u>Tax</u>	<u>Total</u>
20160707-ESCRAP	One (1) Lot of Electronics For Recycling	658.75	\$0.00	\$658.75

<u>Record #</u>	<u>Qty</u>	<u>Description</u>	<u>Serial #</u>	<u>Asset Tag</u>
200052-0	3	MONITOR		
200217-0	1	Dell Latitude E4310 Laptop		

Sub Total: \$658.75

Tax: \$0.00

Total: \$658.75

Cash Tendered: \$0.00

Check Number: 12345

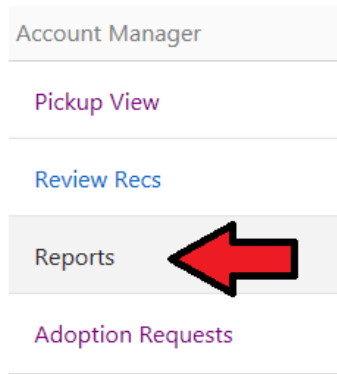
Check: \$658.75

Paypal: \$0.00

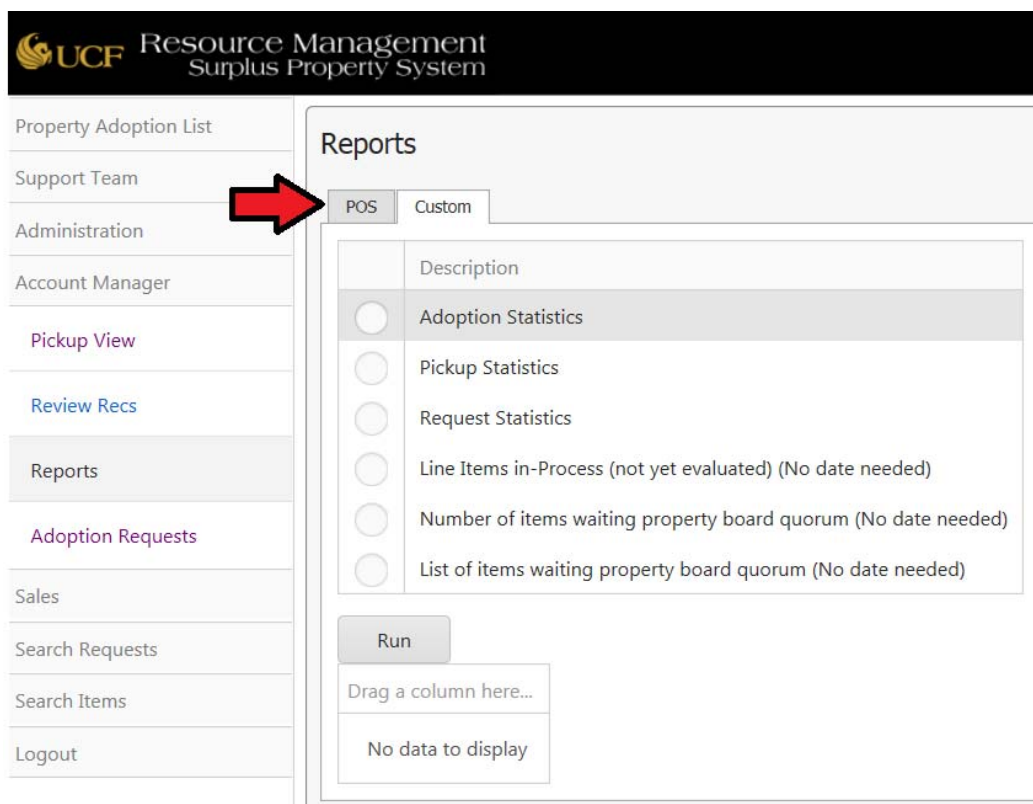
Change: \$0.00

### Daily Close-Outs

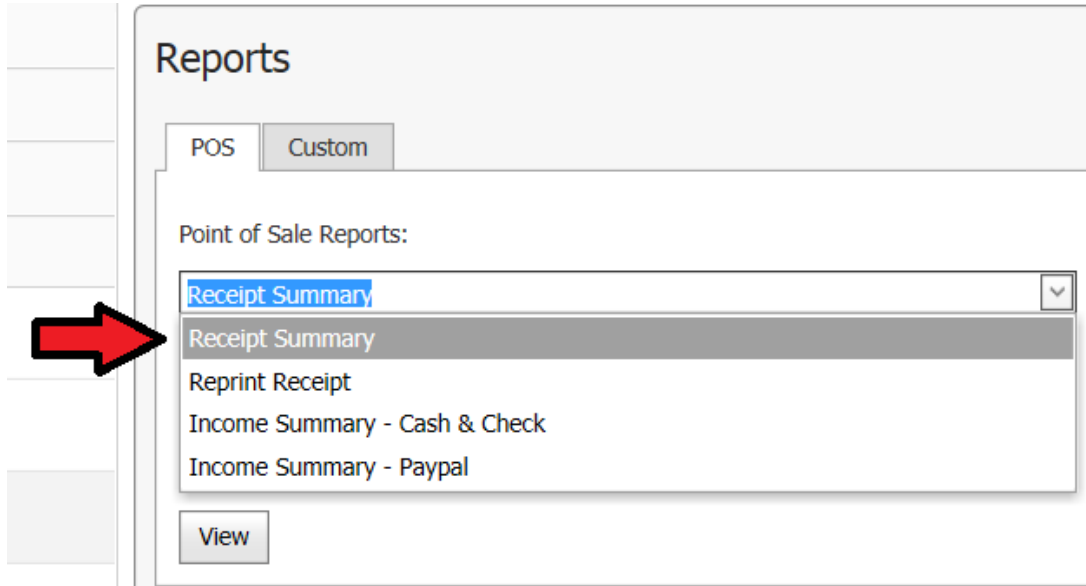
At the end of each business day, the payments received for that day must be reconciled with the transactions recorded in the SPP database. This reconciliation is categorized by payment type. Start the reconciliation process by clicking on the "Reports" submenu under the "Account Manager" link on the left side menu bar.



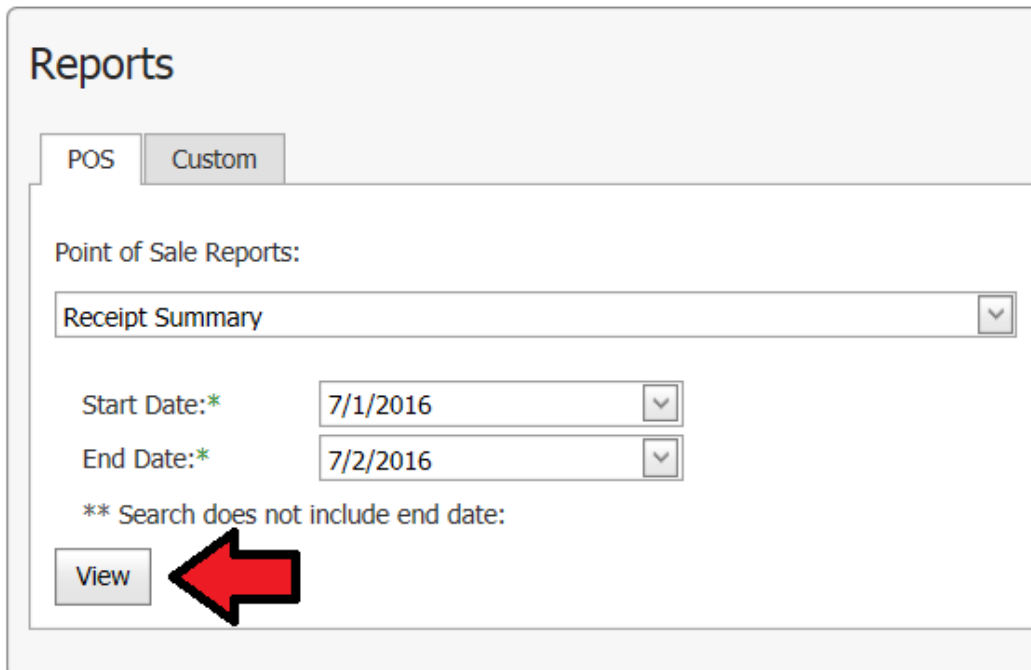
This will bring you to the "Reports" screen. Select the tab "POS" to retrieve the daily settlement reports.



Select the option for "Receipt Summary" from the drop-down combo box.



Set the "Start Date" as the business day for which you are reconciling and set the "End Date" for the following business day. This will capture all transactions processed from 12:00:01 am through 11:59:59 pm for the day you are reconciling. After the dates have been set, click the "View" button.





# Resource Management

## Surplus Property Program

Surplus Property Program Database User's Manual

Print two (2) hard copies of the summary report that is generated. Reconcile the cash on hand with the total number at the bottom of the "Cash" column. Do the same for money orders and cashiers' checks received that day. Any discrepancies should be investigated on a transaction by transaction basis and corrected prior to transmittal of the receipts to the Facilities and Safety Business Office. Any unresolved over/short situation that persists past the reconciliation point should be immediately reported to the Facilities and Safety Business Office for further evaluation.

### UCF Surplus Property Program

#### Receipt Summary

Date: 07/01/2016 to 07/02/2016

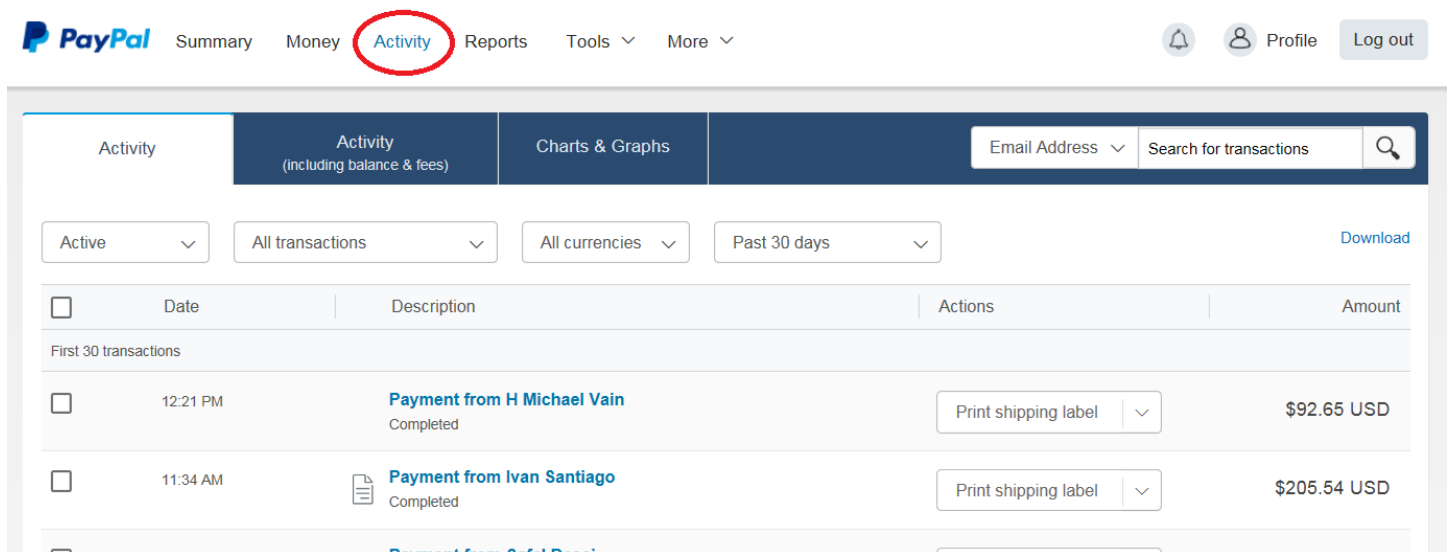
<u>Receipt #</u>	<u>Date</u>	<u>Total</u>	<u>Tax</u>	<u>Cash</u>	<u>Check</u>	<u>Paypal</u>
0287-10041	07/01/16 10:36	\$268.38	\$16.38	\$0.00	\$0.00	\$268.38
0287-10042	07/01/16 10:42	\$54.86	\$3.36	\$0.00	\$0.00	\$54.86
0287-10043	07/01/16 10:44	\$636.88	\$38.88	\$0.00	\$0.00	\$636.88
0287-10044	07/01/16 10:59	\$97.98	\$5.99	\$0.00	\$0.00	\$97.98
0287-10045	07/01/16 12:20	\$119.28	\$7.28	\$0.00	\$0.00	\$119.28
0287-10046	07/01/16 12:26	\$113.16	\$6.91	\$0.00	\$0.00	\$113.16
0287-10047	07/01/16 12:44	\$25.56	\$1.56	\$0.00	\$0.00	\$25.56
0287-10048	07/01/16 16:08	\$9.59	\$0.59	\$9.59	\$0.00	\$0.00
0287-10049	07/01/16 16:09	\$7.46	\$0.46	\$7.46	\$0.00	\$0.00
0287-10050	07/01/16 17:27	\$133.13	\$8.13	\$0.00	\$0.00	\$133.13
<b><u>Totals:</u></b>		<b>\$1,466.28</b>	<b>\$89.54</b>	<b>\$17.05</b>	<b>\$0.00</b>	<b>\$1,449.23</b>

**Cash:            \$17.05**  
**Check:            \$0.00**  
**Cash & Check Total:    \$17.05**

The total cash received figure includes any sales tax collected. The individual amounts collected can be totaled from the individual transactions shown under the "Tax" field to separate out the tax exempt transactions from the taxable transactions. For larger volume days, the Account Manager should hand write these totals at the bottom of the report as a convenience to the Facilities and Safety Business Office for tax reporting purposes.

After the cash on hand and bank payment instruments on hand have been reconciled to the daily receipt report, place the funds in a plastic bag and staple the bag to the report. Deliver the funds and a copy of the report to the Facilities and Safety Business Office and retain a copy of the report for the SPP. Both copies should be signed by the Account Manager and the team member of the Facilities and Safety Business Office who re-counted the funds before transmitting them to the UCF Cashier's Office.

Payments received through PayPal must also be reconciled. To begin the process, log into the PayPal account at [www.paypal.com](http://www.paypal.com) as described earlier in this manual. From the main screen, click the "Activity" tab at the top of the screen.



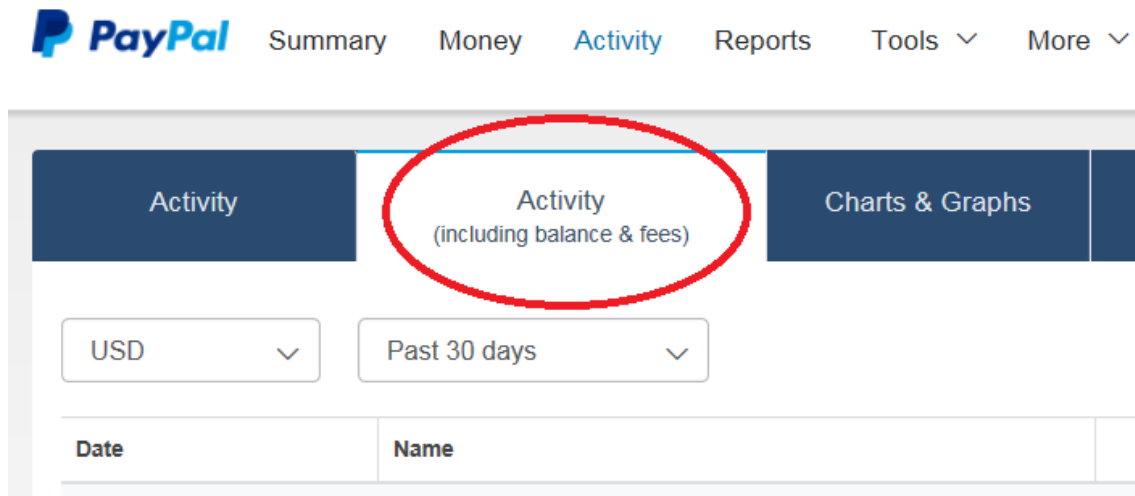
PayPal Summary Money **Activity** Reports Tools More

Activity Activity (including balance & fees) Charts & Graphs Email Address Search for transactions

Active All transactions All currencies Past 30 days Download

Date	Description	Actions	Amount
12:21 PM	Payment from H Michael Vain Completed	Print shipping label	\$92.65 USD
11:34 AM	Payment from Ivan Santiago Completed	Print shipping label	\$205.54 USD

From the "Activity" screen, click on the "Activity (including balance and fees)" tab.



PayPal Summary Money **Activity** Reports Tools More

Activity **Activity (including balance & fees)** Charts & Graphs

USD Past 30 days

Date	Name
------	------

This will bring up a listing of all recent transactions. Find the transaction related to the last withdrawal from the system and then identify all transactions that have occurred after that date.

Jul 1, 2016	Transfer to Bank Account	-\$4,104.12	\$0.00	-\$4,104.12 USD	\$0.00 USD
-------------	--------------------------	-------------	--------	-----------------	------------



Use the date selector criteria to set the date range that includes payments made after the last withdrawal and the current date then click the "Submit" button.

Activity  
(including balance & fees)

7/2/16 - 7/8/16 ^

Past 30 days

Past 90 days

2016

2015

From  
7/2/16

To  
7/8/16

Submit

This will produce a list of payments awaiting withdrawal.

Date	Name	Gross	Fee	Net	Balance
12:21 PM	Payment from H Michael Vain	\$92.65	-\$2.99	\$89.66 USD	\$3,536.12 USD
11:34 AM	Payment from Ivan Santiago	\$205.54	-\$6.26	\$199.28 USD	\$3,446.46 USD
10:41 AM	Payment from Safal Desai	\$299.00	-\$8.97	\$290.03 USD	\$3,247.18 USD
10:30 AM	Payment from All Computer Tech Services	\$182.11	-\$5.58	\$176.53 USD	\$2,957.15 USD
10:11 AM	Payment from Anthony Aubain	\$232.81	-\$7.05	\$225.76 USD	\$2,780.62 USD
9:59 AM	Payment from Anh Le	\$164.01	-\$5.06	\$158.95 USD	\$2,554.86 USD
9:48 AM	Payment from Naiad Shores Homeimprovements and Computers	\$56.43	-\$1.94	\$54.49 USD	\$2,395.91 USD
9:42 AM	Payment from Super Agena, LLC	\$22.00	-\$0.94	\$21.06 USD	\$2,341.42 USD
9:23 AM	Payment from All Computer Tech Services	\$188.50	-\$5.77	\$182.73 USD	\$2,320.36 USD
9:10 AM	Payment from Anh Le	\$209.80	-\$6.38	\$203.42 USD	\$2,137.63 USD
7:28 AM	Payment from Roberto Vazquez	\$61.94	-\$2.10	\$59.84 USD	\$1,934.21 USD
6:16 AM	Payment from Super Agena, LLC	\$27.00	-\$1.08	\$25.92 USD	\$1,874.37 USD
12:17 AM	Payment from robert reynolds	\$145.90	-\$4.53	\$141.37 USD	\$1,848.45 USD
Jul 7, 2016	Payment from Lamar Schmidt	\$89.44	\$0.00	\$89.44 USD	\$1,707.08 USD
Jul 7, 2016	Payment from David Mushimba	\$23.43	-\$0.98	\$22.45 USD	\$1,617.64 USD
Jul 7, 2016	Payment from Besaw Bunch	\$21.30	-\$0.92	\$20.38 USD	\$1,595.19 USD

# Resource Management

## Surplus Property Program

### Surplus Property Program Database User's Manual

This list will need to be sorted by taxable and tax exempt sales. Copy the data from the pending transactions listing to a spreadsheet.

	A	B	C	D	E	F
1	Date	Name	Gross	Fee	Net	Balance
2	transaction transactionsFirst 30 transactions					
3	#####	<a href="#">Payment from H Michael Vain</a>	\$92.65	(\$2.99)	\$89.66 USD	\$3,536.12 USD
4	#####	<a href="#">Payment from Ivan Santiago</a>	\$205.54	(\$6.26)	\$199.28 USD	\$3,446.46 USD
5	#####	<a href="#">Payment from Safal Desai</a>	\$299.00	(\$8.97)	\$290.03 USD	\$3,247.18 USD
6	#####	<a href="#">Payment from All Computer Tech Services</a>	\$182.11	(\$5.58)	\$176.53 USD	\$2,957.15 USD
7	#####	<a href="#">Payment from Anthony Aubain</a>	\$232.81	(\$7.05)	\$225.76 USD	\$2,780.62 USD
		<a href="#">Payment from Anh Le</a>	\$164.01	(\$5.06)	\$158.95	\$2,554.8

Delete columns E and F (Net and Balance headers) and row 2 as they contain spaces and letters that will prevent you from totaling the columns. Add a new header in column E for "Net" and use the formula =C2+D2 in cell E2. Copy cell E2 down to the last transaction.

Date	Name	Gross	Fee	Net
12:21 PM	<a href="#">Payment from H Michael Vain</a>	\$92.65	(\$2.99)	\$89.66
11:34 AM	<a href="#">Payment from Ivan Santiago</a>	\$205.54	(\$6.26)	\$199.28
10:41 AM	<a href="#">Payment from Safal Desai</a>	\$299.00	(\$8.97)	\$290.03
10:30 AM	<a href="#">Payment from All Computer Tech Services</a>	\$182.11	(\$5.58)	\$176.53
10:11 AM	<a href="#">Payment from Anthony Aubain</a>	\$232.81	(\$7.05)	\$225.76
9:59 AM	<a href="#">Payment from Anh Le</a>	\$164.01	(\$5.06)	\$158.95
9:48 AM	<a href="#">Payment from Naiad Shores Homeimprovements and Computers</a>	\$56.43	(\$1.94)	\$54.49
9:42 AM	<a href="#">Payment from Super Agena, LLC</a>	\$22.00	(\$0.94)	\$21.06
9:23 AM	<a href="#">Payment from All Computer Tech Services</a>	\$188.50	(\$5.77)	\$182.73



# Resource Management

## Surplus Property Program

### Surplus Property Program Database User's Manual

For dates that are showing as times, change these fields to the current date and then sort the spreadsheet in ascending order.

Date	Name	Gross	Fee	Net
2-Jul-16	<a href="#">Payment from</a>	\$51.00	(\$1.78)	\$49.22
2-Jul-16	<a href="#">Payment from ROY UZZLE</a>	\$64.54	(\$2.17)	\$62.37
2-Jul-16	<a href="#">Payment from Super Agena, LLC</a>	\$127.00	(\$3.98)	\$123.02
4-Jul-16	<a href="#">Payment from GNC Import and Export</a>	\$70.29	(\$3.04)	\$67.25
4-Jul-16	<a href="#">Payment from JessCakes</a>	\$172.76	(\$5.31)	\$167.45
5-Jul-16	<a href="#">Payment from GNC Import and</a>	\$52.18	(\$2.34)	\$49.84
5-Jul-16	<a href="#">Payment from ALLOUCHE VIVIANE</a>	\$89.46	(\$3.79)	\$85.67
5-Jul-16	<a href="#">Payment from Joseph</a>	\$216.99	(\$6.59)	\$210.40
5-Jul-16	<a href="#">Payment from ALLOUCHE VIVIANE</a>	\$269.46	(\$10.81)	\$258.65
6-Jul-16	<a href="#">Payment from Steven Turner</a>	\$193.83	(\$5.92)	\$187.91
6-Jul-16	<a href="#">Payment from Kutepixels</a>	\$322.69	(\$9.66)	\$313.03
7-Jul-16	<a href="#">Payment from Besaw Bunch</a>	\$21.30	(\$0.92)	\$20.38
7-Jul-16	<a href="#">Payment from David Mushimba</a>	\$23.43	(\$0.98)	\$22.45
7-Jul-16	<a href="#">Payment from Lamar Schmidt</a>	\$89.44	\$0.00	\$89.44
7/8/2016	<a href="#">Payment from Super Agena, LLC</a>	\$22.00	(\$0.94)	\$21.06
7/8/2016	<a href="#">Payment from Super Agena, LLC</a>	\$27.00	(\$1.08)	\$25.92
7/8/2016	<a href="#">Payment from Naiad Shores</a>	\$56.43	(\$1.94)	\$54.49
7/8/2016	<a href="#">Payment from Roberto Vazquez</a>	\$61.94	(\$2.10)	\$59.84

Add a column for "Taxable". For each line item that is identifiable as taxable, place a "1" in the cell in column F. If the sale was tax exempt, place a "0" in the cell.

A	B	C	D	E	F
Date	Name	Gross	Fee	Net	Taxable
2-Jul-16	<a href="#">Payment from ElectronicWarzone</a>	\$51.00	(\$1.78)	\$49.22	
2-Jul-16	<a href="#">Payment from ROY UZZLE</a>	\$64.54	(\$2.17)	\$62.37	
2-Jul-16	<a href="#">Payment from Super Agena, LLC</a>	\$127.00	(\$3.98)	\$123.02	
4-Jul-16	<a href="#">Payment from GNC Import and Export</a>	\$70.29	(\$3.04)	\$67.25	
4-Jul-16	<a href="#">Payment from JessCakes</a>	\$172.76	(\$5.31)	\$167.45	
	<a href="#">Payment from GNC Import and</a>				

To find the tax status information on a per sale basis, navigate to the “Reports” submenu under the “Account Manager” link in the menu bar in the SPP database.

Account Manager

Pickup View

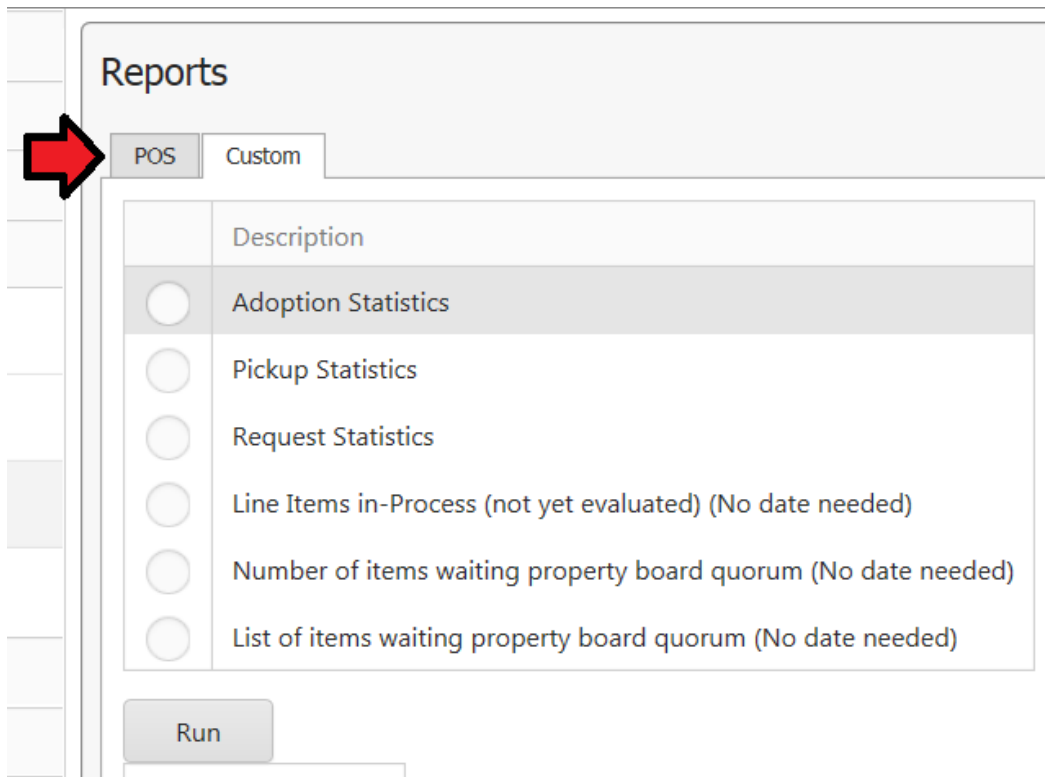
Review Recs

Reports

Adoption Requests



Click on the “POS” tab on the “Reports” page.



Reports

POS Custom

	Description
<input type="radio"/>	Adoption Statistics
<input type="radio"/>	Pickup Statistics
<input type="radio"/>	Request Statistics
<input type="radio"/>	Line Items in-Process (not yet evaluated) (No date needed)
<input type="radio"/>	Number of items waiting property board quorum (No date needed)
<input type="radio"/>	List of items waiting property board quorum (No date needed)

Run

Select the "Receipt Summary" report from the drop down combo box, set the date range from the day after the last PayPal withdrawal through the date following the current date (if today is December 10<sup>th</sup> use December 11<sup>th</sup> as the end date), and then click the "View" button. Print a hard copy of the report.

### Reports

POS
Custom

Point of Sale Reports:

Receipt Summary
▼

Start Date:\* 7/2/2016 ▼

End Date:\* 7/9/2016 ▼

\*\* Search does not include end date:

View

## UCF Surplus Property Program

### Receipt Summary

Date: 07/02/2016 to 07/09/2016

<u>Receipt #</u>	<u>Date</u>	<u>Total</u>	<u>Tax</u>	<u>Cash</u>	<u>Check</u>	<u>Paypal</u>
0287-10051	07/05/16 08:41	\$64.54	\$3.94	\$0.00	\$0.00	\$64.54
0287-10052	07/05/16 08:44	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
0287-10053	07/05/16 08:47	\$127.00	\$0.00	\$0.00	\$0.00	\$127.00
0287-10054	07/05/16 08:49	\$172.77	\$10.55	\$0.00	\$0.00	\$172.77
0287-10055	07/05/16 08:52	\$70.29	\$4.29	\$0.00	\$0.00	\$70.29
0287-10056	07/05/16 14:38	\$217.00	\$13.25	\$0.00	\$0.00	\$217.00
0287-10057	07/06/16 10:38	\$52.19	\$3.19	\$0.00	\$0.00	\$52.19

Use this report to populate the "Taxable" column in your spreadsheet of payments received with ones and zeros. Transactions that show \$0.00 under the "Tax" column for the transaction on the "Receipt Summary" report from the SPP database are tax exempt. Transactions that show a dollar figure higher than zero under the "Tax" column for the transactions are taxable.

A	B	C	D	E	F
Date	Name	Gross	Fee	Net	Taxable
2-Jul-16	<a href="#">Payment from ElectronicWarzone</a>	\$51.00	(\$1.78)	\$49.22	0
2-Jul-16	<a href="#">Payment from ROY UZZLE</a>	\$64.54	(\$2.17)	\$62.37	1
2-Jul-16	<a href="#">Payment from Super Agena, LLC</a>	\$127.00	(\$3.98)	\$123.02	0
4-Jul-16	<a href="#">Payment from GNC Import and Export</a>	\$70.29	(\$3.04)	\$67.25	1
4-Jul-16	<a href="#">Payment from JessCakes</a>	\$172.76	(\$5.31)	\$167.45	1
5-Jul-16	<a href="#">Payment from GNC Import and Export</a>	\$52.18	(\$2.34)	\$49.84	1
5-Jul-16	<a href="#">Payment from ALLOUCHE</a>	\$89.46	(\$3.79)		

Sort the spreadsheet by the "Taxable" column to separate the taxable sales from the non-taxable sales and then add a couple of rows in between the tax exempt and taxable fields.

1	Date	Name	Gross	Fee	Net	Taxable
2	2-Jul-16	<a href="#">Payment from ElectronicWarzone</a>	\$51.00	(\$1.78)	\$49.22	0
3	2-Jul-16	<a href="#">Payment from Super Agena, LLC</a>	\$127.00	(\$3.98)	\$123.02	0
4	7/8/2016	<a href="#">Payment from Super Agena, LLC</a>	\$22.00	(\$0.94)	\$21.06	0
5	7/8/2016	<a href="#">Payment from Super Agena, LLC</a>	\$27.00	(\$1.08)	\$25.92	0
6	7/8/2016	<a href="#">Payment from Safal Desai</a>	\$299.00	(\$8.97)	\$290.03	0
9	2-Jul-16	<a href="#">Payment from ROY UZZLE</a>	\$64.54	(\$2.17)	\$62.37	1
10	4-Jul-16	<a href="#">Payment from GNC Import and Export</a>	\$70.29	(\$3.04)	\$67.25	1
11	4-Jul-16	<a href="#">Payment from JessCakes</a>	\$172.76	(\$5.31)	\$167.45	1

For the tax exempt sales, total up the "Gross" column. This is your total for tax exempt sales.

Date	Name	Gross	Fee	Net	Taxable
2-Jul-16	<a href="#">Payment from ElectronicWarzone</a>	\$51.00	(\$1.78)	\$49.22	0
2-Jul-16	<a href="#">Payment from Super Agena, LLC</a>	\$127.00	(\$3.98)	\$123.02	0
7/8/2016	<a href="#">Payment from Super Agena, LLC</a>	\$22.00	(\$0.94)	\$21.06	0
7/8/2016	<a href="#">Payment from Super Agena, LLC</a>	\$27.00	(\$1.08)	\$25.92	0
7/8/2016	<a href="#">Payment from Safal Desai</a>	\$299.00	(\$8.97)	\$290.03	0
		\$526.00			

For the taxable sales, the sales tax amount collected will need to be back out of the total. Start by totaling the "Gross" amount column for the taxable sales. Be sure to not include the cells that are under the tax exempt category.

		<u>Techn Services</u>			\$176.53	1
7	7/8/2016	<u>Payment from All Computer</u>	\$188.50	(\$5.77)	\$182.73	1
8	7/8/2016	<u>Payment from Ivan Santiago</u>	\$205.54	(\$6.26)	\$199.28	1
9	7/8/2016	<u>Payment from Anh Le</u>	\$209.80	(\$6.38)	\$203.42	1
0	7/8/2016	<u>Payment from Anthony Aubain</u>	\$232.81	(\$7.05)	\$225.76	1
1			<b>\$3,126.06</b>			
2						

Divide this total by 1 + the current sales tax rate for Orange County, FL (currently 6.50% as of July 2016). Then, subtract the smaller number from the larger one and the differential will be the sales tax collected for these sales. A quick check can also be made by multiplying the smaller number by the current sales tax rate. The result should be the same.

\$3,126.06	
\$2,935.27	
\$190.79	=C32*.065

\$3,126.06	
\$2,935.27	
\$190.79	\$190.79

Next, total up the figures in the "Fees" column for both taxable and tax exempt sales.

81	(\$7.05)
06	<b>(\$115.94)</b>
27	

After all of the totals have been calculated, add them all together and compare that figure to the "Money Available" amount shown in the PayPal account.

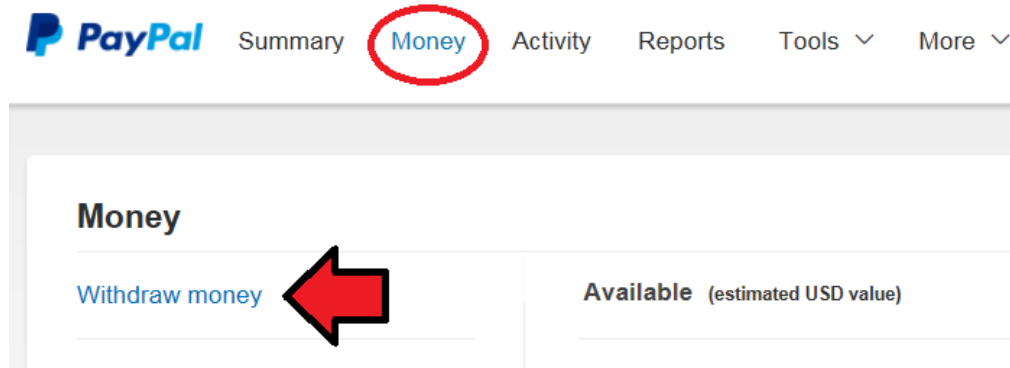
Taxable Sales:	\$	2,935.27
Sales Tax Collected:	\$	190.79
Non-Taxable Sales		\$526.00
Merchant Fees:		<b>(\$115.94)</b>
	\$	<b>3,536.12</b>

Money	<a href="#">More &gt;</a>
Available	
<b>\$3,536.12 USD</b>	
<a href="#">Withdraw Money</a>	<a href="#">Add Money</a>
<a href="#">Currencies</a>	

If the totals match, you are reconciled and may withdraw the funds from PayPal for deposit to the UCF bank account.

**NOTE: PAYPAL RECONCILIATIONS CAN BE A LABORIOUS PROCESS. IT IS RECOMMENDED THAT RECONCILIATIONS OCCUR AS OFTEN AS POSSIBLE TO REDUCE THE NUMBER OF TRANSACTIONS IN EACH BATCH.**

To withdraw money from PayPal, navigate to the “Money” link at the top of the main page and click on the “Withdraw Money” link on the left.



From the “Withdraw money” page, click on the “Transfer money to your bank account” option.

### Withdraw money

[Secure Transaction](#) 

Here are the ways to use the money in your PayPal account.

Options	Processing Time	Cost
 <a href="#">Transfer money to your bank account</a>	3-4 business days 	Free!
<a href="#">Request a check from PayPal</a>	5-10 Days	\$1.50 USD

Enter the entire available balance into the “Amount” field and click the “Continue” button.


### Transfer money to your bank account


[Secure Transaction](#) 

The money will be in your bank account in [3-4 business days](#), depending on your bank.


Make sure the amount is more than our [minimum withdrawal amount](#). You can get instant access to your funds with a [PayPal Debit Card](#) once you receive the card.

From this balance **\$3,536.12 USD**

Amount  USD 

To  

[Add Bank Account](#)





---

Review the request and if everything looks to be in order click the "Submit" button at the bottom of the page.

### Review your bank transfer information

[Secure Transaction](#) 

You're about to withdraw money from your PayPal account. The money will be in your bank account in 3-4 business days, depending on your bank.

To make sure your money is transferred successfully, please review your information:

- Your bank account information must be correct.
- The name on your PayPal account must match exactly with the name on your bank account. Learn more about [how to change your name on your PayPal account](#).
- For transfers to a bank account in the U.S., your bank account must hold U.S. Dollars.
- For transfers to a bank account in your home country, your bank account must hold that country's currency.

If the bank transfer fails, the money will be returned to your PayPal account.

[Learn more](#)

Amount	\$3,536.12 USD
Bank Account Name	University of Central Florida
Bank Name	BANK OF AMERICA, N.A.
Routing Number	063100277
Account Type	Business Checking
Account number	x-9634



Submit

Edit

Cancel

PayPal will confirm that the transfer was successful or the website will ask you to correct any errors.

### We're transferring your money

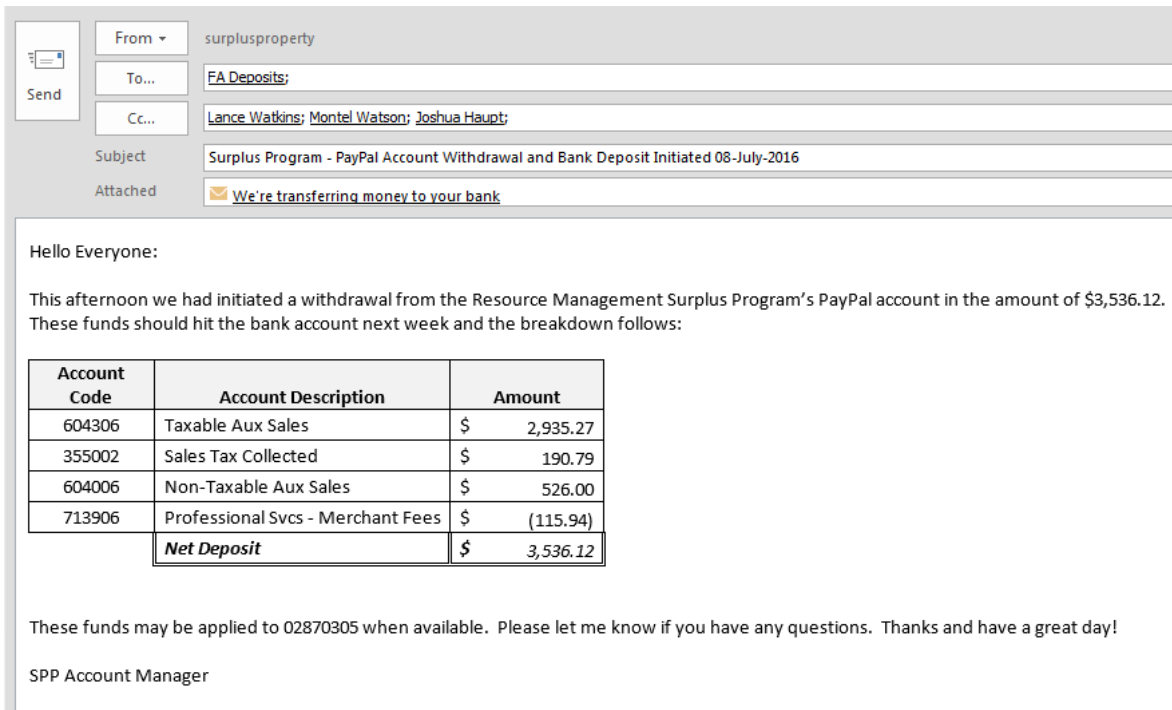
Your money will be in your bank account in 3-4 business days, depending on your bank.

**What do you want to do next?**

› [View the details of this request](#)

› [Go to My Account](#)

For all withdrawals from the PayPal system, an email notification will need to be sent to Finance and Account's departmental email address of [UCFFADEP@UCF.EDU](mailto:UCFFADEP@UCF.EDU). The format of this email follows:




**From** surplusproperty

**To** FA Deposits;

**Cc** Lance Watkins; Montel Watson; Joshua Haupt;

**Subject** Surplus Program - PayPal Account Withdrawal and Bank Deposit Initiated 08-July-2016

**Attached**  We're transferring money to your bank

Hello Everyone:

This afternoon we had initiated a withdrawal from the Resource Management Surplus Program's PayPal account in the amount of \$3,536.12. These funds should hit the bank account next week and the breakdown follows:

Account Code	Account Description	Amount
604306	Taxable Aux Sales	\$ 2,935.27
355002	Sales Tax Collected	\$ 190.79
604006	Non-Taxable Aux Sales	\$ 526.00
713906	Professional Svcs - Merchant Fees	\$ (115.94)
	<b>Net Deposit</b>	<b>\$ 3,536.12</b>

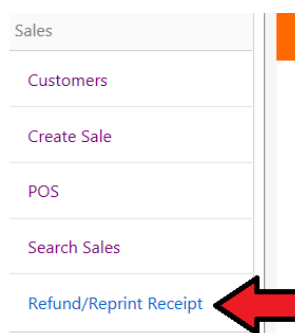
These funds may be applied to 02870305 when available. Please let me know if you have any questions. Thanks and have a great day!

SPP Account Manager

This email should be sent from the departmental email account of [surplusproperty@ucf.edu](mailto:surplusproperty@ucf.edu). It should also include the email confirmation from PayPal as an attachment and it should be cc'd to the Director and Associate Director of Resource Management as well to the current team member from the Facilities and Safety Business Office assigned to the program.

### Reprinting Receipts

Occasionally, you may need to reprint a receipt for a customer. Receipts are sometimes misplaced or blown off assets in the warehouse due to situations such as wind or forklift exhaust. To reprint a receipt, click on the "Refund/Reprint Receipt" submenu link under the "Sales" link on the main left side menu bar.



You can search for your receipt by the customer's name or by the receipt number. In this example, we'll use the customer's name.

Customer	Receipt Number	Sub Total	Tax	Total	
Jose Velazquez					
Jose Velazquez		24	26.00	1.69	27.69


From the right-hand side of the screen, click on the "Reprint Receipt" button.

Receipt #: 24      Customer: Jose Vela

---

Sub Total:  
Tax:  
Total Sale Amount:  
Total available for refund:  
Amount to Refund:



The original receipt will be recreated. You can print a hard copy or save the file in PDF format for emailing purposes.



## UCF Surplus Property Program

### Payment Receipt

Receipt #: 0287-24

Date: 06/22/2016 10:47

Cashier: Haupt, Joshua

**Ref #**      **Title**

9762-0615161015-  
2863      One (1) Dell Optiplex 755 Computer With 17 Inch  
Monitor

**Amount**

**Tax**

**Total**

26.00

\$1.69

\$27.69

Record #	Qty	Description	Serial #	Asset Tag

Sub Total: \$27.69

Tax: \$1.69

Total: \$27.69

Cash Tendered: \$0.00

Check: \$0.00

Paypal Ref #: 84A94688F7041383N

Paypal: \$27.69

Paypal Date: 6/22/2016

Change: \$0.00

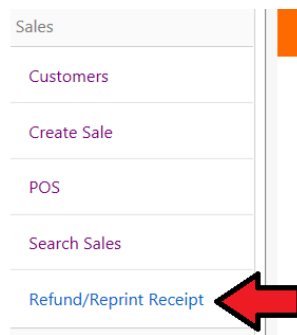
12:00:00 AM

Alternatively, receipts may also be reprinted from the "POS" section of the "Reports" screen under the "Account Manager" menu link.

### Refunds

Very rarely, you may have to provide a refund for a customer for a past sale. These situations happen very infrequently and are usually the result of a misrepresentation of an asset in an online sale or damage caused to an asset on the part of a warehouse staff member. Only the UCF Property Board may authorize refunds and under no circumstances should a customer be offered a refund without Property Board approval.

In the event you need to provide a refund to a customer, click on the "Refund/Reprint Receipt" submenu link under the "Sales" link on the left side menu bar.



Search for your customer in the same manner as if you were reprinting a receipt.

Customer	Receipt Number	Sub Total	Tax	Total
Jose Velazquez				
Jose Velazquez		24	1.69	27.69

Enter the amount to be refunded in the "Amount to Refund" field. Notice that the database will not permit a refund in an amount higher than the original payment and will correct your entry back to the original payment amount. You may offer a partial refund as well depending on the decision of the Property Board.

Receipt #: 24      Customer: Jose Velazquez

---

Sub Total:  
Tax:  
Total Sale Amount:  
Total available for refund:  
Amount to Refund:

The number must be less than or equal to 27.69


Receipt #: 24      Customer: Jose Velazquez

---

Sub Total:  
Tax:  
Total Sale Amount:  
Total available for refund:  
Amount to Refund:

After you've entered the correct refund amount, click the "Refund" button on the right-hand side of the screen.

Receipt #:	24	Customer: Jose Vela:
<b>Sub Total:</b>		
<b>Tax:</b>		
<b>Total Sale Amount:</b>		
<b>Total available for refund:</b>		
<b>Amount to Refund:</b>	<input type="text" value="\$27.69"/>	
<input type="button" value="Refund"/>		<input type="button" value="Reprint Receipt"/>



The database will prompt you to record the refund as "Cash" or "PayPal". Cash refunds are taken from the current day's cash receipts and PayPal refunds are taken from the current PayPal balance. The system will net these out for the end of the day close out process.

POS REFUND ✕

Receipt #:	24
<b>Refund Due:</b>	\$27.69
<b>Payment:</b>	
<b>Total Refunded:</b>	0.00

After you select Cash or Payment as the refund method, you will be prompted to enter a reason for the refund. Care should be taken to enter the Property Board approval date within this explanation.

Refund Reason

Reason:



# Resource Management

## Surplus Property Program

### Surplus Property Program Database User's Manual

After entering your reason for the refund, you may print a new receipt showing the details by clicking on the "Print Receipt" link on the "POS Refund" dialogue box.

POS REFUND ✕

Receipt #: 24

**Refund Due:** \$27.69

**Payment:** PAYPAL

**Total Refunded:** \$27.69

[Print Receipt](#)



## UCF Surplus Property Program

### Payment Receipt

Receipt #: 0287-31

Date: 07/09/2016 15:11

Cashier: Rausch, Christopher

<u>Amount</u>	<u>Tax</u>	<u>Total</u>
-26.00	(\$1.69)	(\$27.69)

Reason: Item was misrepresented online. The Property Board approved this refund on Friday, July 8, 2016.

Sub Total:	(\$27.69)
Tax:	(\$1.69)
Total:	(\$27.69)

Cash Tended:	\$0.00
Check:	\$0.00
Paypal:	(\$27.69)
Change:	\$0.00

Paypal Ref #:  
Paypal Date:

---

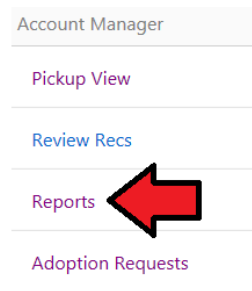
## Management Reports

There are several management reports available to the Account Manager to support year-end and ad-hoc reporting requests. These include:

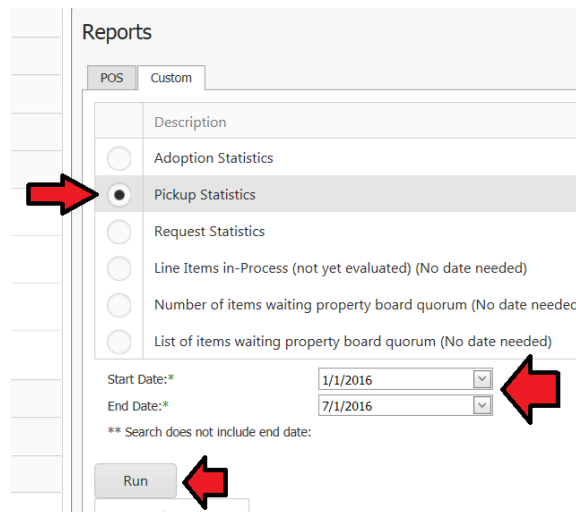
- Adoption Statistics
- Pickup Statistics
- Request Statistics
- Line Items In-Process (not yet evaluated)
- Number of items awaiting Property Board approval
- List of items awaiting Property Board approval

For example, suppose upper management wanted to gauge the success of the program and asked for some information as to inbound requests and the program's handling of those request for the past six month. For this request, you could use the "Pickup Statistics" report.

Navigate to the "Reports" submenu link under the "Account Manager" link on the left side menu bar.



Click on the "Pickup Statistics" radio button and set the date range. Then, click the "Run" button.



The Reports form shows the following details:

- Buttons: POS, Custom
- Section: Description
- Radio buttons:
  - Adoption Statistics
  - Pickup Statistics** (selected)
  - Request Statistics
  - Line Items in-Process (not yet evaluated) (No date needed)
  - Number of items waiting property board quorum (No date needed)
  - List of items waiting property board quorum (No date needed)
- Start Date:\* 1/1/2016
- End Date:\* 7/1/2016
- Text: \*\* Search does not include end date:
- Run button

The statistical details will display below the report options section.

POS

Custom

	Description
<input type="radio"/>	Adoption Statistics
<input checked="" type="radio"/>	Pickup Statistics
<input type="radio"/>	Request Statistics
<input type="radio"/>	Line Items in-Process (not yet evaluated) (No date needed)
<input type="radio"/>	Number of items waiting property board quorum (No date needed)
<input type="radio"/>	List of items waiting property board quorum (No date needed)

Start Date:\*

End Date:\*

\*\* Search does not include end date:

Total Statistics	Reason
193	Retained
60	DoesNotMatchSerialID
6057	PickedUp
5	DoesNotMatchPropertyDecal
80	DoesNotMatchDescription
457	NotFound

All other reports on this menu work in the same manner.



---

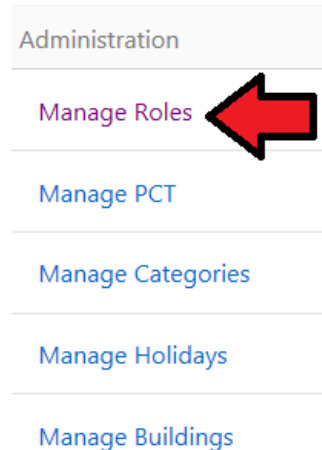
### **Administrative Functions**

As the Account Manager, you are responsible for the administrative upkeep of the database. Areas to be administered are:

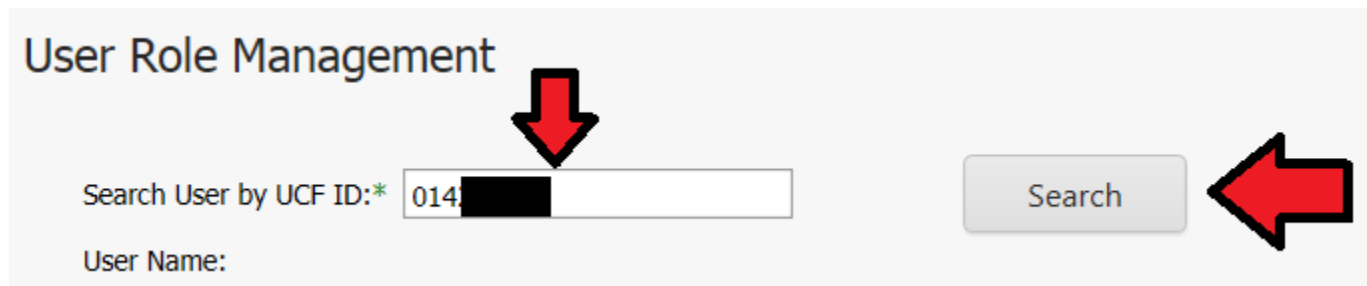
- Database role management
- Property Custodian management
- Asset category management
- Holiday schedule management
- Building list management

### **Database Role Management**

To assign or delete a user's role, navigate to the "Manage Roles" submenu link under the "Administration" link on the left side menu bar.



To assign or remove a role for a user, you will need to know the user's employee ID (EMPLID). Enter the user's EMPLID in the "Search User by UCF ID" field, then click the "Search" button.



The "User Role Management" interface. It features a title "User Role Management" at the top left. Below it is a search field labeled "Search User by UCF ID:\*" containing the text "014" followed by a blacked-out area. A red arrow points down to the search field. To the right of the search field is a "Search" button, with a red arrow pointing to it from the right. Below the search field is a label "User Name:".

The employee's current roles, if any, will populate to the list below the search box.

### User Role Management

Search User by UCF ID:\*


User Name: Christopher Rausch

<a href="#">New</a>	Role Code	Role Name
<a href="#">Delete</a>	AMGR	Account Manager
<a href="#">Delete</a>	PBVM	Property Board Voting Member
<a href="#">Delete</a>	PCT_COSTOVERRIDE	Non-Tagged Cost Override

*(Data shown is from the training version of the database – not active role codes)*

To add a new role, click on the “New” link.

<a href="#">New</a>	Role Code	Role Name
<a href="#">Delete</a>	AMGR	Account Manager




Select the role you wish to add.

Select Role

<a href="#">Delete</a>	Role Code	Role Name
<a href="#">Delete</a>	AMGR	Account Manager
<a href="#">Delete</a>	PBVM	Property Board Voting Member
<a href="#">Delete</a>	PCT_COSTOVERRIDE	Non-Tagged Cost Override
<a href="#">Delete</a>	SA	Security Administrator
<a href="#">Delete</a>	SPST	Surplus Support Team

After the new role has populated to the search box, click the "Update" link to commit it to the database.

Select Role

 [Update](#) [Cancel](#)

To remove a role for a user, simply click the "Delete" link to the left of the role and it will be removed.

### User Role Management

Search User by UCF ID:\*

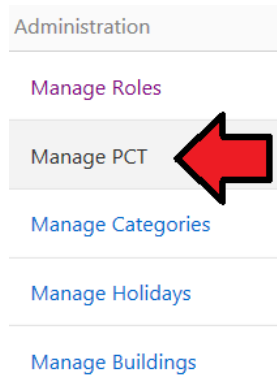
User Name: Christopher Rausch

<a href="#">New</a>	Role Code	Role Name
Select Role <input type="text" value="SPST Surplus Support Team"/> <input type="button" value="v"/> <span style="float: right;"><a href="#">Update</a> <a href="#">Cancel</a></span>		
<a href="#">Delete</a>	AMGR	Account Manager
<a href="#">Delete</a>	PBVM	Property Board Voting Member
<a href="#">Delete</a>	PCT_COSTOVERRIDE	Non-Tagged Cost Override

**NOTE: THE ROLE CODE PBVM MAY NOT BE ASSIGNED TO AN EMPLOYEE UNLESS THE SPP HAS A LETTER ON FILE SIGNED BY THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE AUTHORIZING THAT EMPLOYEE TO SERVE ON THE UCF PROPERTY BOARD.**

### Property Custodian Management

To view the departments for which an employee is actively serving as the Property Custodian, navigate to the “Manage PCT” submenu link under the “Administration” link on the left side menu bar.



Enter the employee’s ID into the “UCF ID” box and then click the “Search” button.

### Manage PCT

UCF ID:\*   ←

PCT Name:

The department(s) to which the employee is assigned as a PCT will populate below.

### Manage PCT

UCF ID:\*

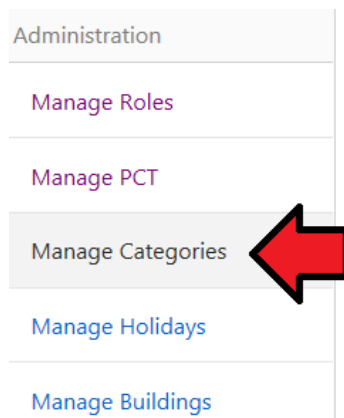
PCT Name: Christopher Rausch

<a href="#">New</a>	Department Number	Department Name
<a href="#">Delete</a>	02870002	RM-HR TRAINING OPERATIONS
<a href="#">Delete</a>	02870003	RM-IT OPERATIONS
<a href="#">Delete</a>	02870004	RM-CENTRAL STORES OPERATIONS
<a href="#">Delete</a>	02870006	RM-CENTRAL RECEIVING OPERATION
<a href="#">Delete</a>	02870007	RM-POSTAL OPERATIONS

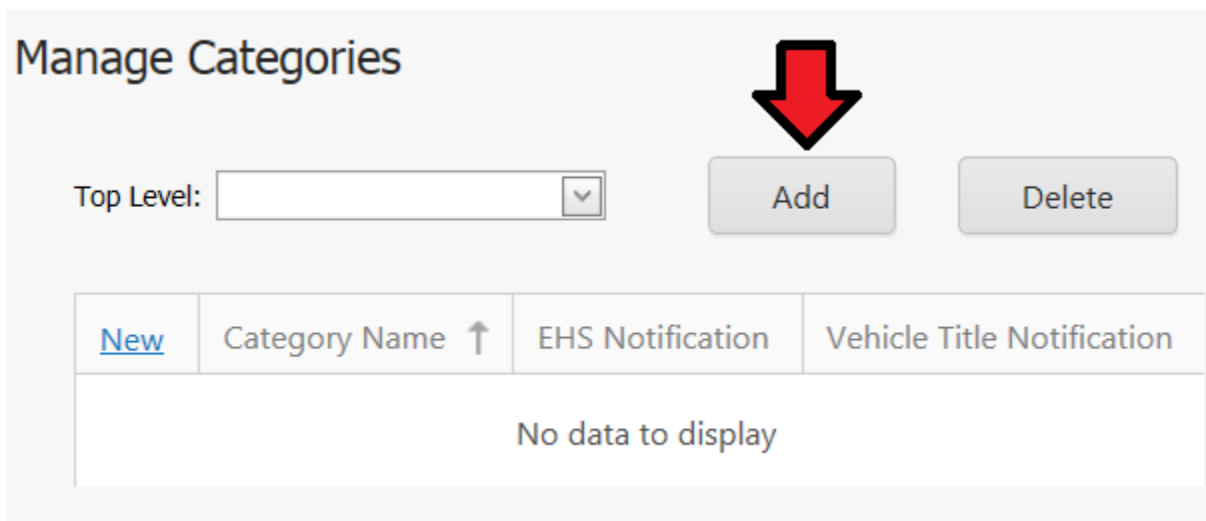
While the Account Manager has the access to add PCTs to departments and remove PCTs from departments, this should only be exercised in cases where the automatic link between the PeopleSoft Financials system and the SPPDB cannot be established. Additionally, no changes are to take place for any account without the written permission of the Dean, Director, or Chair (DDC) or the Responsible Financial Officer (RFO) as shown in the UCF Departmental Authorization List (DAL) for the respective account(s).

### Asset Category Management

When entering new surplus pickup requests, originating Property Custodians may categorize their assets based on a two-tier category system. These categories help with reporting statistics as well as with logistical concerns for inbound assets. To add, remove, or edit a category, navigate to the “Manage Categories” submenu link under the “Administration” link on the left side menu bar.



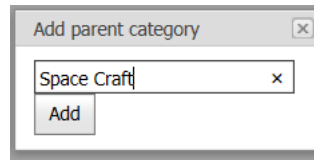
To add a new top tier category, click on the “Add” button on the “Manage Categories” screen.



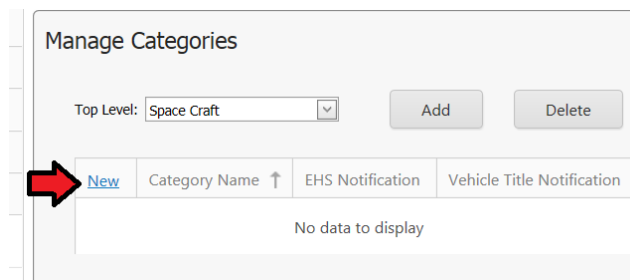
A screenshot of the 'Manage Categories' screen. At the top left is the title 'Manage Categories'. Below it is a 'Top Level:' label followed by a dropdown menu. To the right of the dropdown are two buttons: 'Add' and 'Delete'. A large red arrow points down to the 'Add' button. Below the buttons is a table with the following structure:

<a href="#">New</a>	Category Name ↑	EHS Notification	Vehicle Title Notification
No data to display			

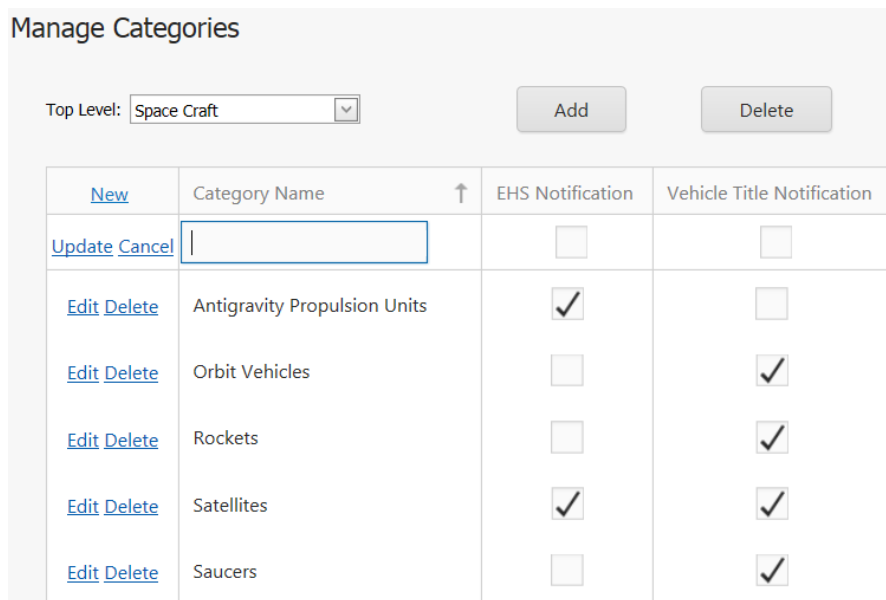
Enter your new category into the text field on the “Add Parent Category” pop-up box then click the “Add” button.



To add subcategories beneath your top-tier category, choose the category in the “Top Level” drop down combo box and then click the “New” link below it.



Enter your second tier categories into the box provided. Notice the two boxes next to the category description box. One is for Environmental Health and Safety and one is for UCF Purchasing. By placing a check mark in either or both boxes, those departments will receive an automated email alerting them to all new surplus pickup requests entered into the system under these categories. This is especially helpful for vehicle title location or as an advanced alert to EH&S that a potentially hazardous piece of laboratory equipment is being sent to surplus. After you’ve made your additions or edits, click the “Update” link to save the data to the system. To remove a category, simply click the delete link to the left of the category name.



After adding or updating your categories, they will then be available for use by all PCTs throughout the system.

### New Surplus Request

**Custodian Information**

Department:

**Item Information**

Non-Tagged  Tagged

Qty:  ⊖ ⊕

Serial #:


Description:

Location:

Room #:

Acquisition Cost:  per unit cost

Total Cost: **\$ 0.00**

Category 1:  

Category 2:


Condition:

Reason:

To delete an entire category tier, select the category in the “Top Level” drop down combo box on the “Manage Categories” page, then click the “Delete” button.

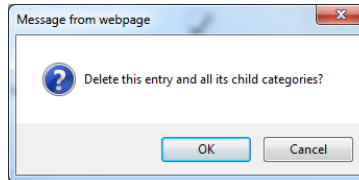
### Manage Categories

Top Level:



<a href="#">New</a>	Category Name	↑	EHS Notification	Vehicle Title Notification
<a href="#">Edit</a> <a href="#">Delete</a>	Antigravity Propulsion Units		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Delete</a>	Orbit Vehicles		<input type="checkbox"/>	<input checked="" type="checkbox"/>

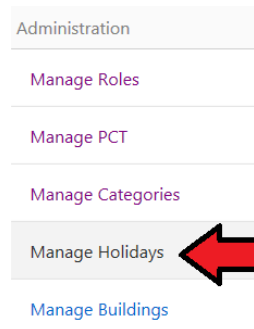
You will be asked to confirm the deletion. Clicking “Yes” will remove the category and all child categories from the database.



### Holiday Schedule Management

At the end of each calendar year, UCF Human Resources issues a list of university holidays for the upcoming year. This list is important to the SPP because it affects the ten (10) business day adoption period for assets entered into the SPP database. The system does not include university holidays in the adoption period, but the dates must be updated each year in the system.

To access the holiday schedule, click on the “Manage Holidays” submenu link under the “Administration” link on the left side menu bar.



This will bring up the list of holidays currently in the system.

Manage University Holidays		
<a href="#">New</a>	Date	Name
<a href="#">Delete</a>	1/2/2015	New Years Day
<a href="#">Delete</a>	1/19/2015	Martin Luther King
<a href="#">Delete</a>	5/25/2015	Memorial Day
<a href="#">Delete</a>	7/3/2015	Independence Day
<a href="#">Delete</a>	9/7/2015	Labor Day
<a href="#">Delete</a>	11/11/2015	Veterans Day
<a href="#">Delete</a>	11/26/2015	Thanksgiving
<a href="#">Delete</a>	11/27/2015	Thanksgiving
<a href="#">Delete</a>	12/25/2015	Christmas



To add a new holiday to the list, click on the “New” link at the top of the list box on the “Manage University Holidays” screen. To remove an old holiday, click the “Delete” link to the left of the holiday date.

Manage University Holidays		
<a href="#">New</a>	Date	Name
<a href="#">Delete</a>	1/2/2015	New Years Day
<a href="#">Delete</a>	1/19/2015	Martin Luther King
<a href="#">Delete</a>	2015	Memorial Day
<a href="#">Delete</a>	7/3/2015	Independence Day
<a href="#">Delete</a>	9/7/2015	Labor Day
<a href="#">Delete</a>	11/11/2015	Veterans Day
<a href="#">Delete</a>	11/26/2015	Thanksgiving
<a href="#">Delete</a>	11/27/2015	Thanksgiving
<a href="#">Delete</a>	12/25/2015	Christmas

When adding a new date to the system, use the built-in calendar control to select the date and then enter a description in the “Name” field. When the date and description have been entered, click the “Update” link to save the details.

Manage University Holidays																																																			
<a href="#">New</a>	Date	Name																																																	
	Date: <input type="text" value="1/2/2017"/>	Name: <input type="text" value="New Year's"/>																																																	
	<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>« &lt;</span> <span>January, 2017</span> <span>&gt; »</span> </div> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>01 1</td> <td style="background-color: #e0e0e0;">2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>02 8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>03 15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>04 22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>05 29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>06 5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> </tbody> </table> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> <input type="button" value="Today"/> <input type="button" value="Clear"/> </div> </div>		Sun	Mon	Tue	Wed	Thu	Fri	Sat	01 1	2	3	4	5	6	7	02 8	9	10	11	12	13	14	03 15	16	17	18	19	20	21	04 22	23	24	25	26	27	28	05 29	30	31	1	2	3	4	06 5	6	7	8	9	10	11
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																													
01 1	2	3	4	5	6	7																																													
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<a href="#">Delete</a>		<a href="#">Update</a> <a href="#">Cancel</a>																																																	
<a href="#">Delete</a>		Labor Day																																																	
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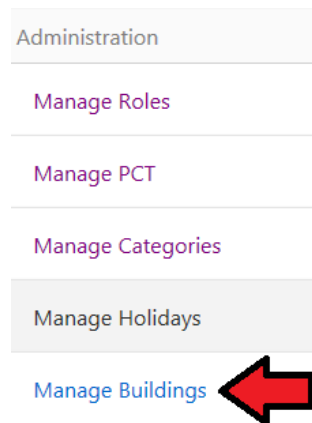
The list of holiday dates will update with your changes.

<a href="#">New</a>	Date	Name
<a href="#">Delete</a>	9/7/2015	Labor Day
<a href="#">Delete</a>	11/11/2015	Veterans Day
<a href="#">Delete</a>	11/26/2015	Thanksgiving
<a href="#">Delete</a>	11/27/2015	Thanksgiving
<a href="#">Delete</a>	12/25/2015	Christmas
<a href="#">Delete</a>	1/2/2017	New Year's

## **Building List Management**

The building list in the SPP database is one of the most important records sets in the system. The location selected by the originating Property Custodian alerts the SPP support team as to where the asset is located. Changes to this list are rare and should only occur when we have new construction on campus, a new location off-campus, or a building demolition. The official UCF building list is managed by Resource Management and missing building details can be obtained from the Director of the department.

To access the building list in the database, navigate to the "Manage Buildings" submenu link under the "Administration" link on the left side menu bar.



This will pull up the current list of locations which includes properties leased and owned by the university.

Building Management			
<a href="#">New</a>	Building Number	Building Name	Address
<a href="#">Delete</a>	1	Millican Hall	4365 Andromeda Loop N. Orlando, FL 32816
<a href="#">Delete</a>	10	Osceola Hall	4108 Pyxis Ln. Orlando, FL 32816
<a href="#">Delete</a>	101	Nike Building 101	3740 Libra Dr. Orlando, FL 32816
<a href="#">Delete</a>	102	Nike Building 102	3732 Libra Dr. Orlando, FL 32816
<a href="#">Delete</a>	103	Nike Building 103	3724 Libra Dr. Orlando, FL 32816
<a href="#">Delete</a>	104	Nike Building 104	3756 Libra Dr. Orlando, FL 32816
<a href="#">Delete</a>	105	Nike Building 105	3748 Libra Dr. Orlando, FL 32816
<a href="#">Delete</a>	106	Nike Building 106	3708 Libra Dr. Orlando, FL 32816
<a href="#">Delete</a>	107	Nike Building 107	3716 Libra Dr. Orlando, FL 32816
<a href="#">Delete</a>	108	Hercules Building 108	4139 Ursa Minor St. Orlando, FL 32816
<a href="#">Delete</a>	109	Hercules Building 109	4125 Ursa Minor St. Orlando, FL 32816

This list is searchable by building number, building name, or street address.

Building Management			
<a href="#">New</a>	Building Number	Building Name	Address
<a href="#">Clear</a>		Facilities <input type="text" value="x"/>	
<a href="#">Delete</a>	16	Facilities and Safety A / B	3528 (North) Perseus Loop Orlando, FL 32816
<a href="#">Delete</a>	16	Facilities and Safety C	3534 (West) Perseus Loop Orlando, FL 32816
<a href="#">Delete</a>	16	Facilities and Safety D	3546 (South) Perseus Loop Orlando, FL 32816
<a href="#">Delete</a>	16	Facilities and Safety E	3540 (East) Perseus Loop Orlando, FL 32816

To add a new building to the list, click the “New” link at the top of the listing.

Building Management			
<a href="#">New</a>	Building Number	Building Name	Address
<a href="#">Delete</a>	1	Millican Hall	4365 Andromeda Loc 32816

Enter the building number, the building name, and the **FULL** building address in the text boxes, then click the “Update” link.

Building Management			
<a href="#">New</a>	Building Number	Building Name	Address
Building Number:	<input type="text" value="875"/>	Building Name:	<input type="text" value="Lunar Base"/>
Address:	<input type="text" value="Sea of Tranquility, MOON"/>		
			<a href="#">Update</a> <a href="#">Cancel</a>

Your new building will now be available in the system for the PCTs located in that building to use in their surplus pickup requests.

Building Management			
<a href="#">New</a>	Building Number	Building Name	Address
<a href="#">Clear</a>	<input type="text" value="875"/> <input type="button" value="x"/>		
<a href="#">Delete</a>	875	Lunar Base	150 Jetson Drive, Sea of Tranquility, MOON



# Resource Management

## Surplus Property Program

### *Surplus Property Program Database User's Manual*

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#### ***Technical Support***

The SPP database was designed, built, and is maintained by the Facilities and Safety IT team located in the UCF Police Department. The team receives automated alerts each time a user experiences a “bug” in the system, but if you become aware of an area of concern it is the Account Manager’s responsibility to properly notify the IT team, describe the issue in detail, and work with the team to resolve the issue(s).

For general technical support, it is highly recommended that the Account Manager make use of the FSIT work ticket system on the UCF Facilities and Safety Helpdesk webpage for tracking purposes. The help desk may be accessed from any web browser within the Facilities and Safety network under the “Favorites” tab in the browser.



### Table of Contents

Database overview	3
Surplus Property Program process	4
System access and roles	5
Property adoption list and adopting assets for your department	6
Adopting assets for your department	7
Contact information	12
References	13

### ***Database Overview***

In 2014, Resource Management's Surplus Property Program underwent an audit during which it was determined that an updated version of the program's online database was in order. The database was designed, developed, and launched during 2014 and 2015. The new database encompasses all aspects of the program:

- Initial entry by the Property Custodian
- Physical inspection of the asset (including acceptance or rejection of the request)
- Physical removal of the asset from the originating location
- Evaluation and recommendations by the Surplus Property Program's support team
- Property Board approvals and rejections (*under development as of 9/11/15*)
- Physical disposition of the asset through third-party recycling services or through a sale to the general public (*under development as of 9/11/15*)

In addition to many new features that will be detailed below, the new database has several enhancements over the legacy version:

- A much improved security profile in that NID authentication and role assignments are enforced at each step in the process
- Daily uploads of the current records from PeopleSoft Financials of the Departmental Authorization List (DAL) and Departmental Asset Lists to ensure that only the proper personnel are accessing the system and facilitating the disposal of university property
- An improved searchable adoption screen with photos for items listed to make adopting property for your department easier than ever!
- A quantity field has been added so that lots may be split for partial adoptions or partial rejections



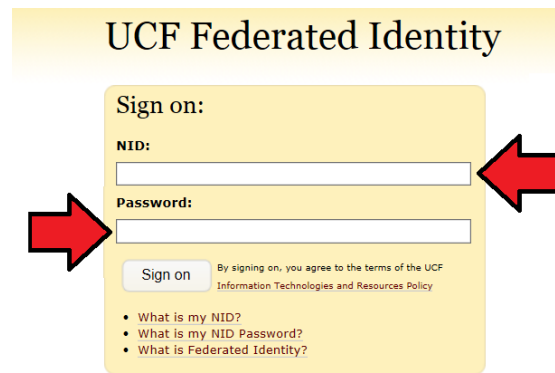
#### ***Surplus Property Program Process***

1. A department wishes to dispose of an unneeded asset (whether tagged or untagged – all assets are university property regardless of value thresholds).
2. The department or project's Dean, Director, or Chair grants permission to the assigned Property Custodian to initiate the disposal of the asset.
3. The department's Property Custodian enters the item for pickup in the Surplus Property Program's online database at <https://secure.fs.ucf.edu/Surplus>.
4. The item is then available for adoption by other departments or projects for a period of ten (10) business days from the date of entry. This ten (10) day window automatically adjusts for university holidays to ensure that ten (10) working days are included for each asset listed.
5. If the item is adopted, it is removed from the list of available assets within the database.
6. If the item is not adopted within the ten (10) day period, the Property Manager will review the entry and schedule a pickup of the asset.
7. The asset is brought to the Facilities and Safety warehouse by the Property Manager(s) for evaluation by the Surplus Property Program's support team.
8. The support team evaluates the asset and makes a written recommendation as to the best possible disposition. The recommendation is sent to the Property Board for review.
9. The Property Board reviews the recommendation and approves or rejects it.
10. If a recommendation is rejected, it is sent back to the support team for further evaluation of the asset.
11. If a recommendation is approved, the Account Manager facilitates the recommendation. Assets are then recycled or sold to the general public at auction.
12. The Account Manager maintains all records of recycling and sales, which are reported to the VP for Administration and Finance every quarter and to university audit upon request.

### System Access and Roles

The Surplus Property Program's online database can be accessed by anyone with a UCF NID and NID password at <https://secure.fs.ucf.edu/Surplus>, but access is restricted based on the user's role. For example, any individual with a NID may access the system to review assets available for adoption, but only individuals with the DAL code of PCT will be able to enter pickup requests.

To access the system, log in using your NID credentials as you would to log into any other UCF system such as PeopleSoft Financials.



**UCF Federated Identity**

**Sign on:**

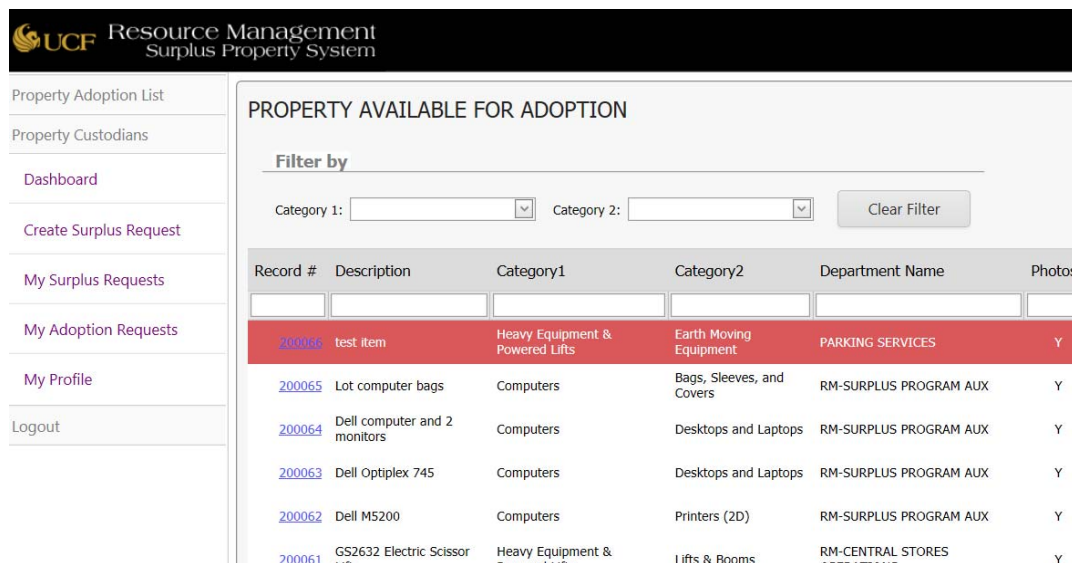
**NID:**

**Password:**

By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy

- What is my NID?
- What is my NID Password?
- What is Federated Identity?

After your credentials have been authorized, you will arrive at the default view, which is the **Property Available for Adoption** screen (explained below). Your menu bar on the left may vary depending on your individual role. For example, you may only have access to the **Property Adoption List** if you are not a Property Custodian or have another role within the program. The screenshot below is an example only.



**Resource Management Surplus Property System**

**PROPERTY AVAILABLE FOR ADOPTION**

**Filter by**

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos
<a href="#">200036</a>	test item	Heavy Equipment & Powered Lifts	Earth Moving Equipment	PARKING SERVICES	Y
<a href="#">200065</a>	Lot computer bags	Computers	Bags, Sleeves, and Covers	RM-SURPLUS PROGRAM AUX	Y
<a href="#">200064</a>	Dell computer and 2 monitors	Computers	Desktops and Laptops	RM-SURPLUS PROGRAM AUX	Y
<a href="#">200063</a>	Dell Optiplex 745	Computers	Desktops and Laptops	RM-SURPLUS PROGRAM AUX	Y
<a href="#">200062</a>	Dell M5200	Computers	Printers (2D)	RM-SURPLUS PROGRAM AUX	Y
<a href="#">200061</a>	GS2632 Electric Scissor lift	Heavy Equipment & Powered Lifts	Lifts & Booms	RM-CENTRAL STORES OPERATIONS	Y

### Property Adoption List

In an effort to keep acquisition costs for the university to a minimum, each item listed for surplus is made available to other departments for a period of ten (10) business days from the date of entry. To view the list of available assets that have been entered by the various departments, click on the **Property Adoption List** menu bar link on the left-hand side of the screen.



### Adopting Assets for Your Department

Members of the UCF community have access to the **Property Available for Adoption** screen regardless of whether or not they have a specific role within this system. This allows all university-affiliated individuals to have equal access to the available assets. This is also the default screen for all users when logging into the system.

PROPERTY AVAILABLE FOR ADOPTION

**Filter by**

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
<a href="#">200071</a>	#375 - FORKLIFT	Heavy Equipment & Powered Lifts	Forklifts	RM-CENTRAL RECEIVING OPERATION	Y	Good	Excess	1	09/25/2015
<a href="#">200070</a>	Padded fabric office chairs	Furniture	Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	5	09/25/2015
<a href="#">200069</a>	iMac 17 in computer	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Worn	1	09/25/2015
<a href="#">200068</a>	Dell Optiplex 755 computers	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Damaged	7	09/25/2015
<a href="#">200067</a>	Collapsible Pallet-Sized Plastic Transport Boxes	Industrial & Workshop Equipment	Material Handling Equipment	RM-CENTRAL RECEIVING OPERATION	Y	Fair	Excess	5	09/24/2015

Page 1 of 1 (5 items)  Page size: 20

The dataset displayed on this screen is searchable by:

- Record Number
- Description
- Category
- Department Name
- Photos (Y/N)
- Reason

You'll also notice that an end date exists for each line item. These end dates are mutually exclusive by listing and represent a ten (10) business day window during which the item is available for transfer.

### ***Finding Assets to Adopt***

For this example, we'll start with a basic search. Let's suppose that you're a researcher looking for a couple of new chairs for your lab. You can search the available assets in several ways.

You could simply type the word "chair" into the description field search box.

PROPERTY AVAILABLE FOR ADOPTION

**Filter by**

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
200070	Padded fabric office chairs	furniture	Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	3	09/25/2015

Page 1 of 1 (1 items)  Page size: 20

This will search the database and return those line items containing that word.

**TIP:** When entering text as a search term, avoid using the plural form of the word for better results. For example, a search for "chairs" will only return entries containing the entire word whereas a search for "chair" will return entries containing either the word "chair" or "chairs".

Alternatively, if you prefer a more general search, use the Category drop-down boxes above the list. This will cast a wider net and return more selections.

PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
200070	Audio/Visual Equipment	Equipment & Lifts	Forklifts	RM-CENTRAL RECEIVING OPERATION	Y	Good	Excess	1	09/25/2015
200070	Lobby Furniture		Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	5	09/25/2015
200069	Desktops and Laptops	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Worn	1	09/25/2015
200068	Desktops and Laptops	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Damaged	7	09/25/2015
200067	Material Handling Equipment	Industrial & Workshop Equipment	Material Handling Equipment	RM-CENTRAL RECEIVING OPERATION	Y	Fair	Excess	5	09/24/2015

Page size: 20

To continue with the example, let's suppose that you found chairs to meet your needs and you would like to obtain a quantity of two (2). Because the new database is NID and role driven, you will not be able to make the request yourself unless you are the Property Custodian for your department. This ensures that the chain of custodial responsibility for the asset is maintained.

If you are not the PCT for your department, simply ask your PCT to make the request on your behalf. If you are the PCT for your department, please refer to your Property Custodian training manual for steps on how to process the request.

If you need additional assets and would like to begin a new search, simply click on the **Clear Filter** button on the **Property Available for Adoption** screen and the list will be reset to include everything currently available.

PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition
200075	One (1) Dell OptiPlex 780 Desktop Computer	Computers	Desktops and Laptops	RM-CENTRAL RECEIVING OPERATION		Fair
200075	One (1) Dell OptiPlex 780	Computers	Desktops and	RM-CENTRAL RECEIVING		Fair

For our second example, let's suppose that our department is in need of a forklift for our warehouse. Having limited funding available, a new forklift is out of the question so we're going to search the surplus property list to see if any other department has recently listed one.

In this example, we are going to search using the category drop-down boxes. First, we'll start by selecting "Heavy Equipment & Powered Lifts" from the first category drop-down box.

**PROPERTY AVAILABLE FOR ADOPTION**

**Filter by**

Category 1:  Category 2:

Record #	Description	Category 1	Category
<a href="#">200076</a>	On De Audio/Visual Equipment		Desktops & Laptops
<a href="#">200075</a>	On De Building Supplies		Desktops & Laptops
<a href="#">200071</a>	#3 Communication Equipment	Equipment & Lifts	Forklifts
<a href="#">200070</a>	Pa Displays and Exhibit Supplies		Lobby Furniture
<a href="#">200069</a>	iM Exercise & Sporting Equipment		Desktops & Laptops
<a href="#">200068</a>	De Fire Equipment		Desktops & Laptops
<a href="#">200067</a>	Co Furniture		Desktops & Laptops
<a href="#">200066</a>	Tr HVAC & Electrical Equipment	Industrial & Workshop	Material Handling Equipment
	Industrial & Workshop Equipment		
	Janitorial Equipment		
	Laboratory Equipment		

Page 1 of 1 (7 items)

Next, you'll notice that not only has the list become shorter based on the first category selection, but the second category has been auto-populated with sub-categories based on the first. To continue the example, we'll select "Forklifts" from the selection to query out any additional equipment that does not fall into that specific category.

### PROPERTY AVAILABLE FOR ADOPTION

**Filter by**

Category 1:  Category 2:

Record #	Description	Category1	Department Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">200071</a>	#375 - FORKLIFT	Heavy Equipment & Power Lifts	ARM-CENTRAL RECEIVING OPERATION

Page 1 of 1 (1 items)  **[1]**

Based on these selections, the database has provided us with one (1) possible asset that is still available. To view the details for this specific listing, click on the **Record ID** link on the left-hand side of the listing.

Category 1:  Category 2:

Record #	Description	Category1	Category2	D
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">200071</a>	#375 - FORKLIFT	Heavy Equipment & Powered Lifts	Forklifts	R O

Page 1 of 1 (1 items)  **[1]**

From here, you can view the asset's information including the originating Property Custodian and the asset's current location.

Record #: 200071

Request Information
Photos

### Custodian Information

---

**Custodian Name:** Rausch, Christopher  
**Email:** [Christopher.Rausch@ucf.edu](mailto:Christopher.Rausch@ucf.edu)  
**Phone #:** (407) 823-3099  
**Department:** 02870006 RM-CENTRAL RECEIVING OPERATION

### Item Info

---

**Asset ID:** Tagged  
**Asset ID:** CNV000001566  
**Asset Tag #:** 4940CF200805  
**Serial #:** D177BO3996P  
**Description:** #375 - FORKLIFT  
**Location:** 16 Facilities and Safety A / B  
[3528 \(North\) Perseus Loop Orlando, FL 32816](#)  
**Room #:** 100  
**Acquisition Cost:** \$18,188.00 per unit cost  
**Category 1:** Heavy Equipment & Powered Lifts  
**Category 2:** Forklifts  
**Condition:** Good  
**Reason:** Excess

If the originating Property Custodian included photos with the listing, you can view them by clicking on the **Photos** tab on the **Request Adoption** screen. Photos may be added to any listing by the originating Property Custodian, whether the item is a tagged asset or not.

Record #: 200071

Request Information
Photos

### Custodian Information

---

**Custodian Name:** Rausch, Christopher  
**Email:** [Christopher.Rausch@ucf.edu](mailto:Christopher.Rausch@ucf.edu)  
**Phone #:** (407) 823-3099  
**Department:** 02870006 RM-CENTRAL RECEIVING OPERATION

### Item Info

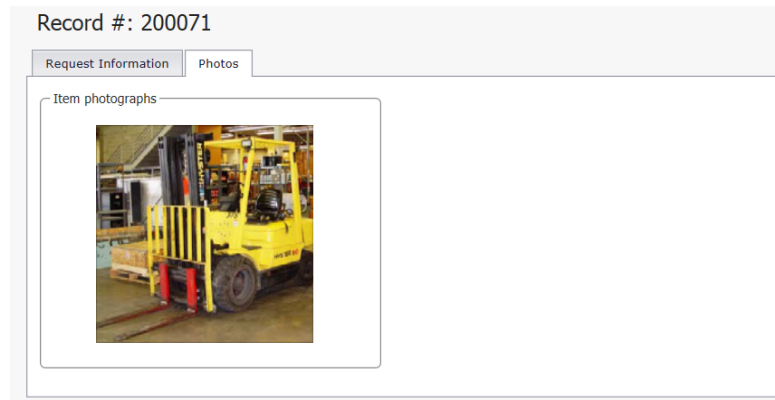
---

**Asset ID:** Tagged  
**Asset ID:** CNV000001566  
**Asset Tag #:** 4940CF200805  
**Serial #:** D177BO3996P  
**Description:** #375 - FORKLIFT



---

This will bring up the photos page where one or more photos may be included with the listing.



For a larger view of the asset, click the photo to expand it. If multiple photos have been provided, a slideshow will automatically start when you click on any of the photos.

If the asset meets your needs, ask your PCT to initiate the adoption request on your behalf. For tagged assets, the transfer must be fully processed in PeopleSoft Financials prior to your PCT's acceptance of custodial responsibilities. This happens outside of this system.

**A Property Custodian cannot adopt an asset into his or her own department that originated from that department. If you wish to adopt an item that originated from your department, please ask your PCT to cancel the original pickup request to retain custodial responsibilities for the asset.**

### **Questions?**

If you have any questions or need additional information, please contact us at (407) 823-1445 or email us at [surplusproperty@ucf.edu](mailto:surplusproperty@ucf.edu).

### References

Document Name	Online Location
Certified Surplus Property Removal, Evaluation, and Disposition Procedure	<a href="http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,and%20Disposition%20Procedure.pdf">http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,and%20Disposition%20Procedure.pdf</a>
Finance and Accounting Training Page	<a href="http://www.financials.ucf.edu/Training/Getting_Start.ed.cfm">http://www.financials.ucf.edu/Training/Getting_Start.ed.cfm</a>
Florida Statute 273.04 Property Acquisition	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.04.html">http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.04.html</a>
Florida Statute 273.05 Surplus Property	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.05.html">http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.05.html</a>
Florida Statute 273.055 Disposition of State-Owned Tangible Personal Property	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.055.html">http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.055.html</a>
UCF Regulation 7.302 Surplus Property	<a href="http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf">http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf</a>
UCF Surplus Property Auction Site	<a href="http://www.govdeals.com/ucf">http://www.govdeals.com/ucf</a>





# Resource Management

Surplus Property Program

*Surplus Property Program Database Master User's Manual*

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## Table of Contents

Database Overview

System Access and Roles

Surplus Property Program Process

Property Custodian Responsibilities and Related Database Actions

References

## Database Overview

In 2014, Resource Management's Surplus Property Program underwent an audit during which it was determined that an updated version of the program's online database was in order. The database was designed, developed, and launched during 2014 and 2015. The new database encompasses all aspects of the program:

- Initial entry by the Property Custodian
- Physical inspection of the asset (included acceptance or rejection of the request)
- Physical removal of the asset from the originating location
- Evaluation and recommendations by the Surplus Property Program's support team
- Property Board approvals and rejections (*under development as of 9/11/15*)
- Physical disposition of the asset through third-party recycling services or through a sale to the general public (*under development as of 9/11/15*)

In addition to many new features that will be detailed below, the new database has several enhancements over the legacy version:

- A much improved security profile in that NID authentication and role assignments are enforced at each step in the process.
- Daily uploads of the current records from PeopleSoft Financials of the Departmental Authorization List (DAL) and Departmental Asset Lists to ensure that only the proper personnel are accessing the system and facilitating the disposal of university property.
- Improved adoption screen that is searchable by category, item description, originating department, and more.
- Photos for items listed to make adopting property for your department easier than ever!

## System Access and Roles

Access is restricted to the various modules of the database by role. Users will only be able to access the areas and related data that are pertinent to the user's individual role and NID credentials. For example, individuals with the DAL code of PCT will be able to enter pickup requests, only individuals with the role code of Property Board Voting Member will be able to determine the final disposition of an asset within the system, and so forth.

**NOTE: Individuals with the DAL assignment of DDC (Deans, Directors, and Chairs) or RFO (Responsible Financial Officer) may also enter requests in the absence of the department's Property Custodian.**

### Surplus Property Program Process

1. A department wishes to dispose of an unneeded asset (whether tagged or untagged – all assets are university property regardless of value thresholds).
2. The department or project's Dean, Director, or Chair grants permission to the assigned Property Custodian to initiate the disposal of the asset.
3. The department's Property Custodian enters the item for pickup in the Surplus Property Program's online database.
4. The item is then available for adoption by other departments or projects for a period of ten (10) business days from the date of entry. This ten (10) day window automatically adjusts for university holidays to ensure that ten (10) working days are included for each asset listed.
5. If the item is adopted, it is removed from the list of available assets within the database.
6. If the item is not adopted within the ten (10) day period, the Property Manager will review the entry and schedule a pickup of the asset.
7. The asset is brought to the Facilities and Safety warehouse by the Property Manager(s) for evaluation by the Surplus Property Program's support team.
8. The support team evaluates the asset and makes a written recommendation as to the best possible disposition. The recommendation is sent to the Property Board for review.
9. The Property Board reviews the recommendation and approves or rejects it.
10. If a recommendation is rejected, it is sent back to the support team for further evaluation of the asset.
11. If a recommendation is approved, the Account Manager facilitates the recommendation. Assets are then recycled or sold to the general public at auction.
12. The Account Manager maintains all records of recycling and sales, which are reported to the VP for Administration and Finance every quarter and to university audit upon request.

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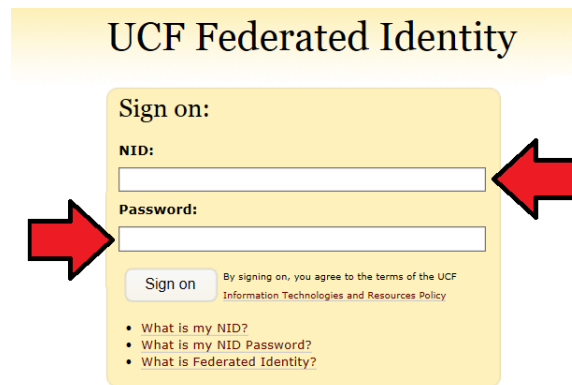
## Property Custodian Responsibilities and Related Database Actions

### *Entering Non-Tagged and Tagged Assets*

If you are a Property Custodian and you have received written permission from your department or project's Dean, Director, or chair to dispose of an asset, you can log into the SPPDB at the following link to submit your department's request:

<https://secure.fs.ucf.edu/Surplus>

Log in using your NID credentials as you would to log into any other UCF system such as PeopleSoft Financials.



UCF Federated Identity

Sign on:

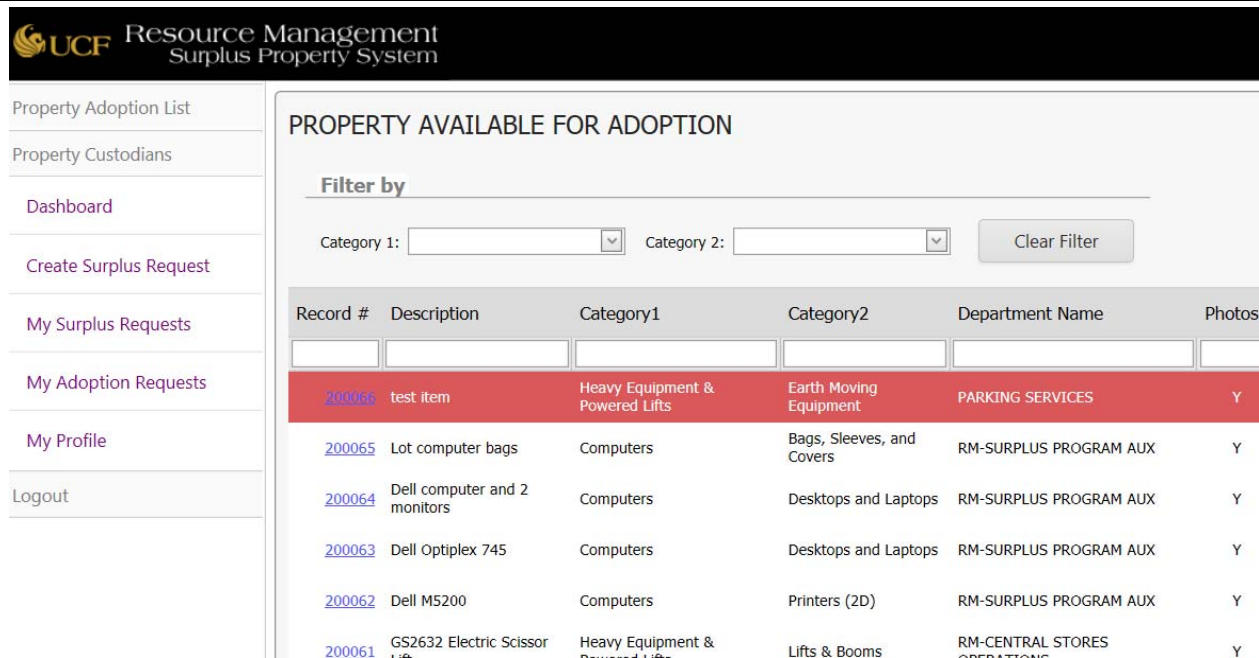
NID:

Password:

Sign on By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy

- What is my NID?
- What is my NID Password?
- What is Federated Identity?

After your credentials have been authorized, you will arrive at the default view, which is the **Property Available for Adoption** screen (explained in a subsequent section below).



**UCF Resource Management Surplus Property System**

Property Adoption List  
Property Custodians  
Dashboard  
Create Surplus Request  
My Surplus Requests  
My Adoption Requests  
My Profile  
Logout

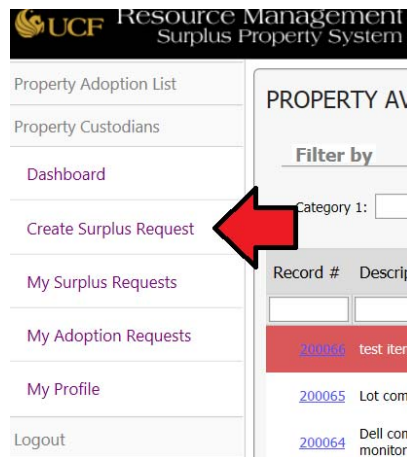
### PROPERTY AVAILABLE FOR ADOPTION

**Filter by**

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos
<a href="#">200066</a>	test item	Heavy Equipment & Powered Lifts	Earth Moving Equipment	PARKING SERVICES	Y
<a href="#">200065</a>	Lot computer bags	Computers	Bags, Sleeves, and Covers	RM-SURPLUS PROGRAM AUX	Y
<a href="#">200064</a>	Dell computer and 2 monitors	Computers	Desktops and Laptops	RM-SURPLUS PROGRAM AUX	Y
<a href="#">200063</a>	Dell Optiplex 745	Computers	Desktops and Laptops	RM-SURPLUS PROGRAM AUX	Y
<a href="#">200062</a>	Dell M5200	Computers	Printers (2D)	RM-SURPLUS PROGRAM AUX	Y
<a href="#">200061</a>	GS2632 Electric Scissor Lift	Heavy Equipment & Powered Lifts	Lifts & Booms	RM-CENTRAL STORES OPERATIONS	Y

To begin a new surplus pickup request, click the link to the left labeled **Create Surplus Request**.



**UCF Resource Management Surplus Property System**

Property Adoption List  
Property Custodians  
Dashboard  
**Create Surplus Request**  
My Surplus Requests  
My Adoption Requests  
My Profile  
Logout

**PROPERTY AV**

**Filter by**

Category 1:

Record #	Descrip
<a href="#">200066</a>	test item
<a href="#">200065</a>	Lot comp
<a href="#">200064</a>	Dell com monitors

You'll notice several things that are different between this entry form and the older version. First, the various department accounts, to which you are assigned in the DAL, are automatically populated at the top of the form. Use the combo box to select the proper account for your request.



New Surplus Request

**Custodian Information**

Department:

**Item Information**

Department Number	Department Name
02870001	RM-DIRECTORS OFFICE OPERATIONS
02870002	RM-HR TRAINING OPERATIONS
02870003	RM-IT OPERATIONS
02870004	RM-CENTRAL STORES OPERATIONS
02870006	RM-CENTRAL RECEIVING OPERATION
02870007	RM-POSTAL OPERATIONS
02870301	RM-SURPLUS & SALVAGE EXPENSE

Qty:

Serial #:

Description:

Location:

Room #:

Acquisition Cost:  per unit cost

Total Cost: **\$ 0.00**

Category 1:

Category 2:

Condition:

Reason:

**(NOTE: The accounts shown above are for reference only. Your available accounts will vary)**

After you have selected the account, you are ready to begin your entry. For this example, we are going to list two (2) items for surplus, one tagged and one not. The first will be the untagged item.

After you have selected your account, select the proper setting for the first toggle under the **Item Information** header as to whether the item is tagged with a Finance and Accounting yellow property decal or not.

Since this first example is for the non-tagged item, we will leave it set to the default of "Non-Tagged".


Department:

**Item Information**

Non-Tagged

Next, set the quantity of the item you are submitting for pickup. You can either key this number in or use the buttons to increment or decrement the number. For this example, our quantity will be five (5) units.

Non-Tagged

Qty:  - + 

Serial #:

**If items are serialized, they should be entered separately as quantities of one (1). To save time, you will be able to copy the entry for homogenous items such as bulk quantities of PCs (explained below).**

**For tagged items, the quantity will always default to one (1).**

After you have entered the quantity, enter the item's serial number (if known), description, location, room number, and original acquisition cost. The acquisition cost should be entered on a per unit basis for quantities greater than one (1). The database will figure out the total cost based on the quantity submitted.


Serial #:	<input style="width: 95%;" type="text"/>	
Description:	<input style="width: 95%;" type="text" value="Collapsible Pallet-Sized Plastic Transport Boxes"/>	
Location:	<input style="width: 95%;" type="text" value="16 Facilities and Safety E 3540 (East) Perseus Loop Orla"/> <span style="float: right;">▼</span>	
Room #:	<input style="width: 95%;" type="text" value="100"/>	
Acquisition Cost:	<input style="width: 80%;" type="text" value="\$117.85"/>	per unit cost
Total Cost:	<b>\$589.00</b>	


**Note that the cost figure is the original acquisition cost, not the current market value of the asset. For older items such as general office furniture where the original acquisition details are not available a reasonable estimate may be used.**


The new database has nested categories for each entry. This has been added to assist the UCF community to more quickly locate items available for adoption that meet their department's current needs as well as to provide statistics to the UCF VPs as to the types and quantities of assets that are being disposed.

For this example, we'll select our first category as Industrial & Workshop Equipment.

TOTAL COST: **\$589.00**

Category 1:  

Category 2:  



You'll notice how the second category automatically populates based on the results of the first selection.

**New Surplus Re**

**Custodian Inf**

Department:

**Item Informa**

Qty:

Serial #:

Description:

Location:

Room #:


Acquisition Cost:

Total Cost:

Category 1:

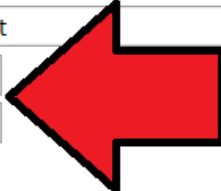
Category 2:

- Bags, Barrels, and Buckets
- Benches & Work Tops
- Braces, Struts, and Supports
- Compressors
- Conveyor Systems
- Drill Presses
- Fueling Equipment
- Garbage/Refuse/Recycling Equipment
- Hand Tools / Power Tools
- Hardware
- Irrigation Supplies
- Joiners/Planers/Shapers/Lathes
- Material Handling Equipment**
- Metal Working Equipment
- Mixers
- Piping & Tubing
- Plumbing Equipment
- Printing & Binding Equipment
- Rollers
- Saws and Cutting Devices
- Material Handling Equipment



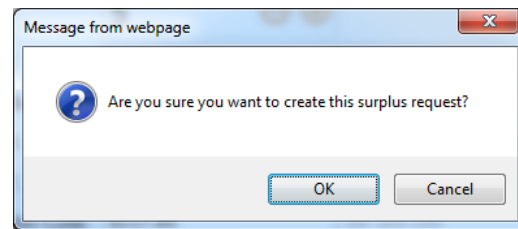
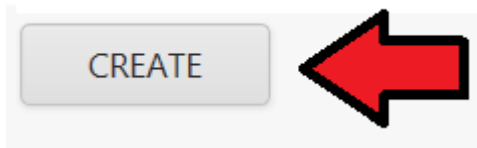
For this example, we'll set the second category to Material Handling Equipment.

Next, set the condition of the asset and the reason for the request from the drop down menus for each.

Category 2:	<input type="text" value="Material Handling Equipment"/>	
Condition:	<input type="text" value="Fair"/>	
Reason:	<input type="text" value="Excess"/>	

---

If everything looks good with your entry, click the "CREATE" button at the bottom of the form. You will be prompted with a confirmation dialogue box. Click OK to commit the request to the database



Your entry will then be assigned a record number and your contact information will automatically populate to the entry.

Record #: 200067

Request Information

Photos

### Custodian Information

**Custodian Name:** Rausch, Christopher

**Email:** [Christopher.Rausch@ucf.edu](mailto:Christopher.Rausch@ucf.edu)

**Phone #:** (407) 823-3099

**Department:** 02870006 RM-CENTRAL RECEIVING OPERATION

### Item Info

Non-Tagged

**Qty Original:** 5

**Qty Available:** 5

**Serial #:**

**Description:** Collapsible Pallet-Sized Plastic Transport Boxes

**Location:** 16 Facilities and Safety A / B

[3528 \(North\) Perseus Loop Orlando, FL 32816](#)

**Room #:** 100

**Acquisition Cost:** \$117.85 per unit cost

**Category 1:** Industrial & Workshop Equipment

**Category 2:** Material Handling Equipment

**Condition:** Fair

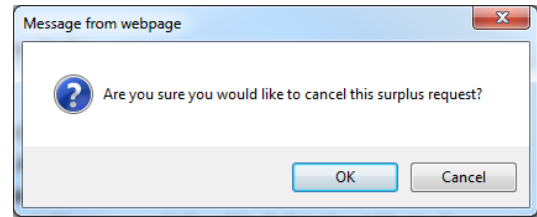
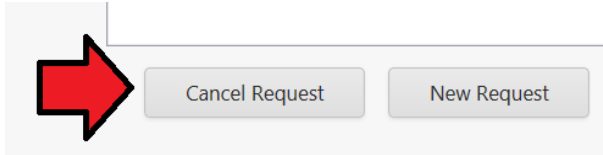
**Reason:** Excess

[Edit](#)

Cancel Request

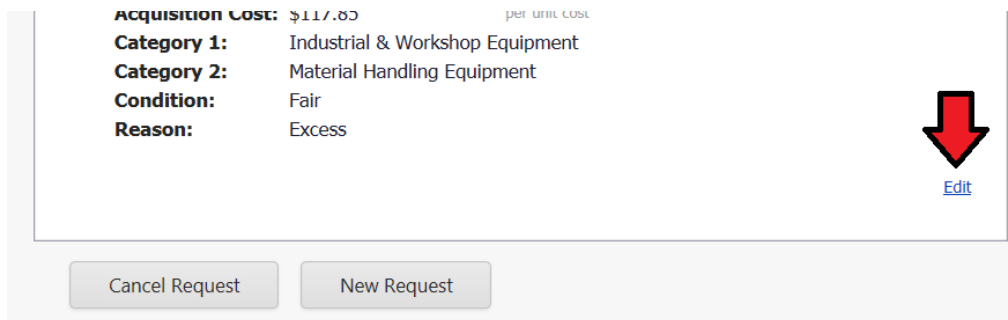
New Request

If you made the entry in error, click the "Cancel Request" button at the bottom of the screen to cancel it. You will be asked to confirm the cancellation as well.



### PUT MORE HERE FOR A SUCCESSFUL CANCEL

If the entry was intentional, but you made a mistake in one of the line items, you can edit the entry by clicking on the small “Edit” link in the lower right-hand side of the screen.



Clicking this link will enable the edit screen where you can make your changes. In this example, we added some additional information to the description.


Serial #:	<input type="text"/>
Description:*	<input type="text" value="Collapsible Pallet-Sized Plastic Transport Boxes (Different Colors)"/>
Location:*	<input type="text" value="16 Facilities and Safety A / B"/>

When you are finished making your edits, click the “Update” link in the lower right-hand side of the screen to save them.

---

Category Z:*	Material Handling Equip	
Condition:*	Fair	
Reason:*	Excess	

[Cancel](#)      [Update](#)



[Cancel Request](#)      [New Request](#)

**PUT MORE HERE FOR A SUCCESSFUL EDIT**

At this point, you will be taken to the **View Surplus Request** screen, which provides an overview of the transaction.

## VIEW SURPLUS REQUEST

Record #: 200067

Request Information

Photos

### Custodian Information

**Custodian Name:** Rausch, Christopher  
**Email:** [Christopher.Rausch@ucf.edu](mailto:Christopher.Rausch@ucf.edu)  
**Phone #:** (407) 823-3099  
**Department:** 02870006 RM-CENTRAL RECEIVING OPERATION

### Item Info

**Qty Original:** 5  
**Qty Available:** 5  
**Serial #:**  
**Description:** Collapsible Pallet-Sized Plastic Transport Boxes (Different Colors)  
**Location:** 16 Facilities and Safety A / B  
[3528 \(North\) Perseus Loop Orlando, FL 32816](#)  
**Room #:** 100  
**Acquisition Cost:** \$117.85 per unit cost  
**Category 1:** Industrial & Workshop Equipment  
**Category 2:** Material Handling Equipment  
**Condition:** Fair  
**Reason:** Excess

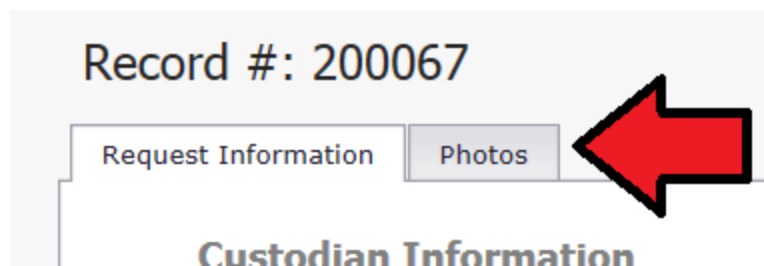
[Edit](#)

Cancel Request

New Request

If you are satisfied with the entry and it requires no edits, you can now enter another request, by clicking on the **New Request** button at the bottom of the page, or you can add photos to the existing request. For this example, we are going to add photos to our request.

Click on the **Photos** tab at the top of the detail section.





This tab will bring you to the photo upload page. You can load images from a desktop PC, laptop, digital camera, iPad, or any other device from which you are connected to the database. We're going to upload two (2) photos for this example. If you are uploading your photos from a file on your device, start by clicking on the **Browse** button.

Record #: 200067


Request Information | Photos

Select an image to upload

You can upload JPG, GIF, or PNG file.  
Maximum file size is 4MB.  
A maximum of 4 photos.

Item photographs

No data to display



If you are using an iPad or iPhone, you can choose from a file on your device from your Photo Library or you can take a photo directly from the device.

Request Information | Photos

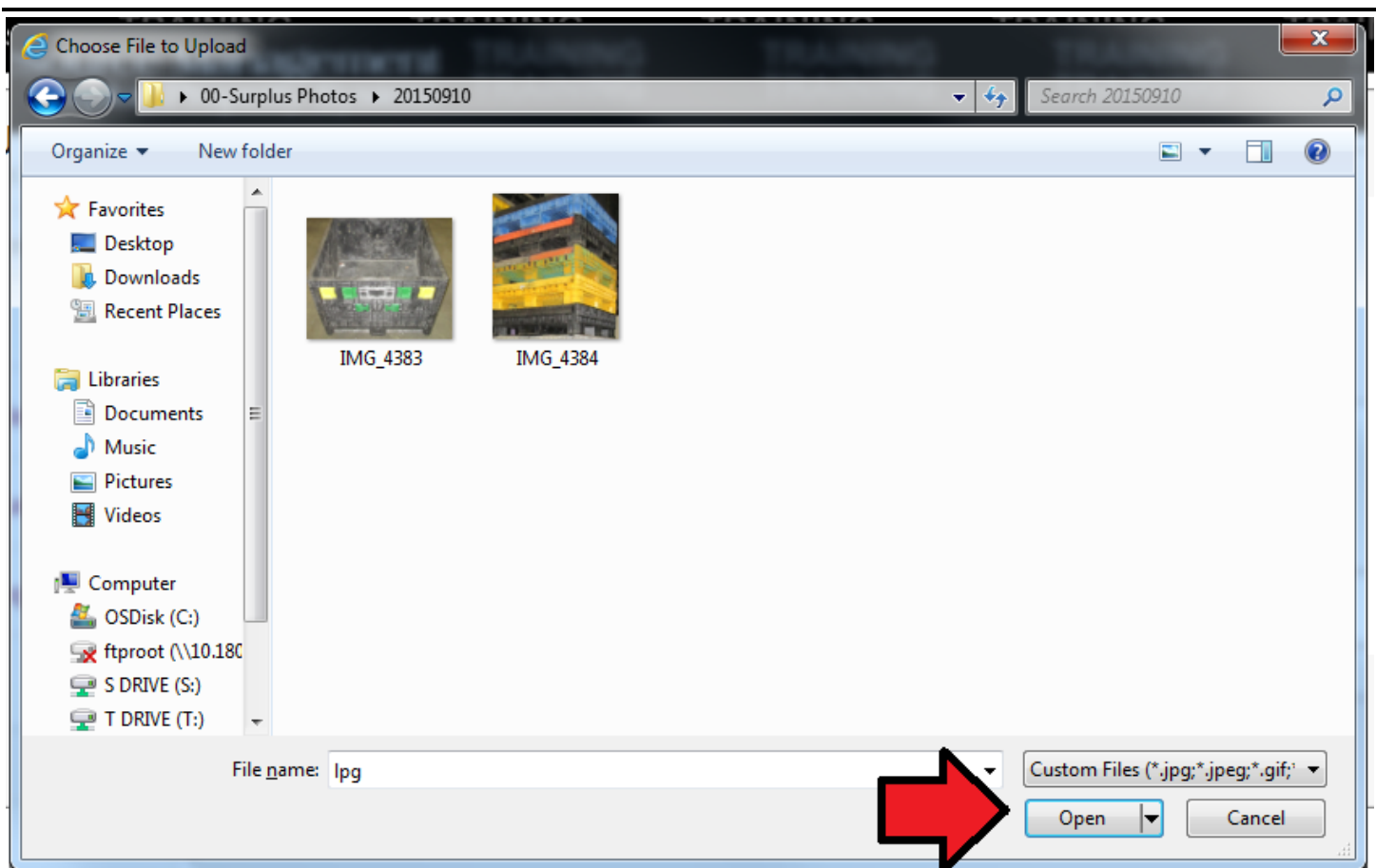
Select an image to upload

You can upload JPG, GIF, or PNG file.  
Maximum file size is 4MB.  
A maximum of 4 photos.

Take Photo or Video

Photo Library

If you are choosing from a file already on the device, browse to the location of your file and select it by clicking on it once to highlight it. When the file has been highlighted, click on the **Open** button.



Repeat this process for each file that you wish to add to the entry. For this example, you'll notice that our two (2) photos have been added. These photos will be available in the **Property Available for Adoption** list for the UCF community to see as well (explained below).


Record #: 200067

Request Information Photos

Select an image to upload

You can upload JPG, GIF, or PNG file.  
Maximum file size is 4MB.  
A maximum of 4 photos.

Item photographs




For our second example, we will enter a tagged asset. After you have selected your account, select the proper setting for the first toggle under the **Item Information** header and set it to "Tagged".

### New Surplus Request

**Custodian Information**

Department:

**Item Information**

Non-Tagged  Tagged 

Asset Tag #:

You'll notice that the screen for a tagged asset is much more compact than for a non-tagged asset. This is because much of the data for your tagged asset will come directly from PeopleSoft Financials so you no longer

have to manually type in the details. Additionally, this auto-lookup of the information will eliminate the potential for a rejection of your entry by the Surplus Property Team due to a typo or missing information.

To start the lookup, simply enter your tag number and click the **Search** button.

### New Surplus Request

---

#### Custodian Information

Department:

---

#### Item Information

Non-Tagged       Tagged

Asset Tag #:

The database will look up the asset's information based on the tag information you've entered. The asset's ID number, serial number, description, and cost history will automatically populate to your entry form. You will still need to choose the categories, condition, and reason codes.

### New Surplus Request

#### Custodian Information

Department:

#### Item Information

Non-Tagged

Tagged

Asset Tag #:

Search

Asset ID: CNV000001566

Serial #: D177BO3996P

Description: #375 - FORKLIFT

Location:

Room #:

Acquisition Cost: \$18,188.00 per unit cost

Total Cost: \$18,188.00

Category 1:

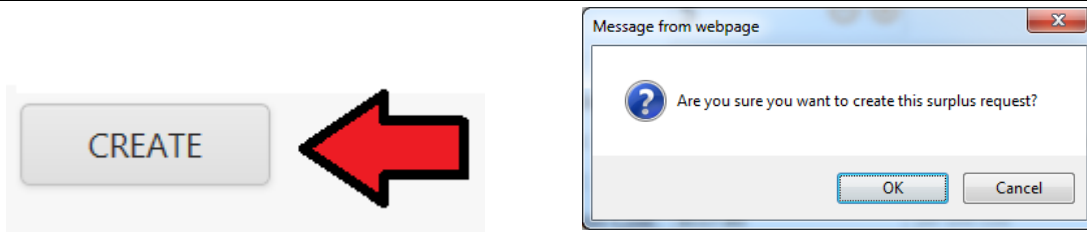
Category 2:

Condition:

Reason:

CREATE

If everything looks good with your entry, click the **CREATE** button at the bottom of the form. You will be prompted with a confirmation dialogue box. Click OK to commit the request to the database



Your entry will then be assigned a record number and your contact information will automatically populate to the entry.

Record #: 200071

Request Information

Photos

### Custodian Information

**Custodian Name:** Rausch, Christopher

**Email:** [Christopher.Rausch@ucf.edu](mailto:Christopher.Rausch@ucf.edu)

**Phone #:** (407) 823-3099

**Department:** 02870006 RM-CENTRAL RECEIVING OPERATION

### Item Info

**Asset ID:** Tagged  
CNV000001566

**Asset Tag #:** 4940CF200805

**Serial #:** D177BO3996P

**Description:** #375 - FORKLIFT

**Location:** 16 Facilities and Safety A / B  
[3528 \(North\) Perseus Loop Orlando, FL 32816](#)

**Room #:** 100

**Acquisition Cost:** \$18,188.00 per unit cost

**Category 1:** Heavy Equipment & Powered Lifts

**Category 2:** Forklifts

**Condition:** Fair

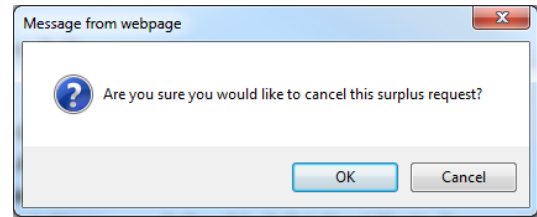
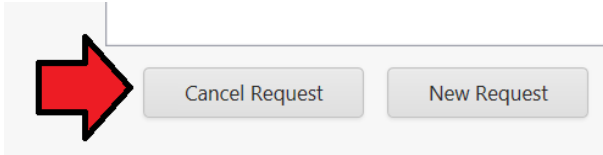
**Reason:** Excess

[Edit](#)

Cancel Request

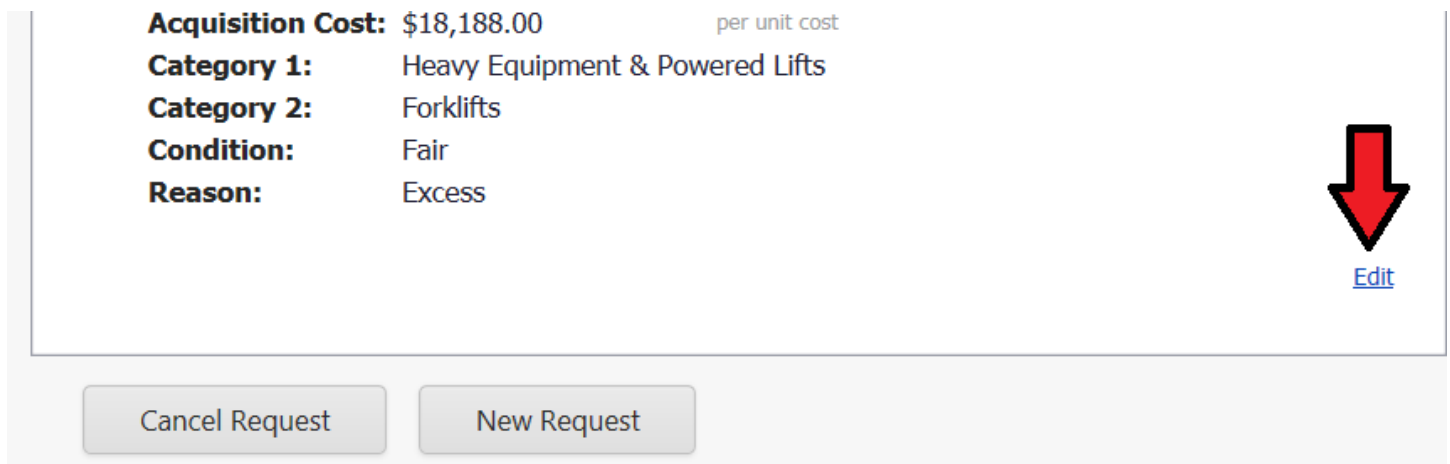
New Request

If you made the entry in error, click the "Cancel Request" button at the bottom of the screen to cancel it. You will be asked to confirm the cancellation as well.



### PUT MORE HERE FOR A SUCCESSFUL CANCEL

If the entry was intentional, but you made a mistake in one of the editable fields, you can edit the entry by clicking on the small "Edit" link in the lower right-hand side of the screen.





Clicking this link will enable the edit screen where you can make your changes. In this example, we changed the condition code from "Fair" to "Good". When you are finished making your edits, click the **Update** link in the lower right-hand side of the screen to save them.



---

Acquisition Cost:*	\$18,188.00	per unit cost
Category 1:*	Heavy Equipment & Pow	<input type="button" value="v"/>
Category 2:*	Forklifts	<input type="button" value="v"/>
Condition:*	Good	<input type="button" value="v"/>
Reason:*	Excess	<input type="button" value="v"/>

[Cancel](#)  [Update](#) 

At this point, you will be taken to the **View Surplus Request** screen, which provides an overview of the transaction.

Record #: 200071

Request Information

Photos

### Custodian Information

**Custodian Name:** Rausch, Christopher

**Email:** [Christopher.Rausch@ucf.edu](mailto:Christopher.Rausch@ucf.edu)

**Phone #:** (407) 823-3099

**Department:** 02870006 RM-CENTRAL RECEIVING OPERATION

### Item Info

Tagged

**Asset ID:** CNV000001566

**Asset Tag #:** 4940CF200805

**Serial #:** D177BO3996P

**Description:** #375 - FORKLIFT

**Location:** 16 Facilities and Safety A / B  
[3528 \(North\) Perseus Loop Orlando, FL 32816](#)

**Room #:** 100

**Acquisition Cost:** \$18,188.00 per unit cost

**Category 1:** Heavy Equipment & Powered Lifts

**Category 2:** Forklifts

**Condition:** Good

**Reason:** Excess

[Edit](#)

Cancel Request

New Request

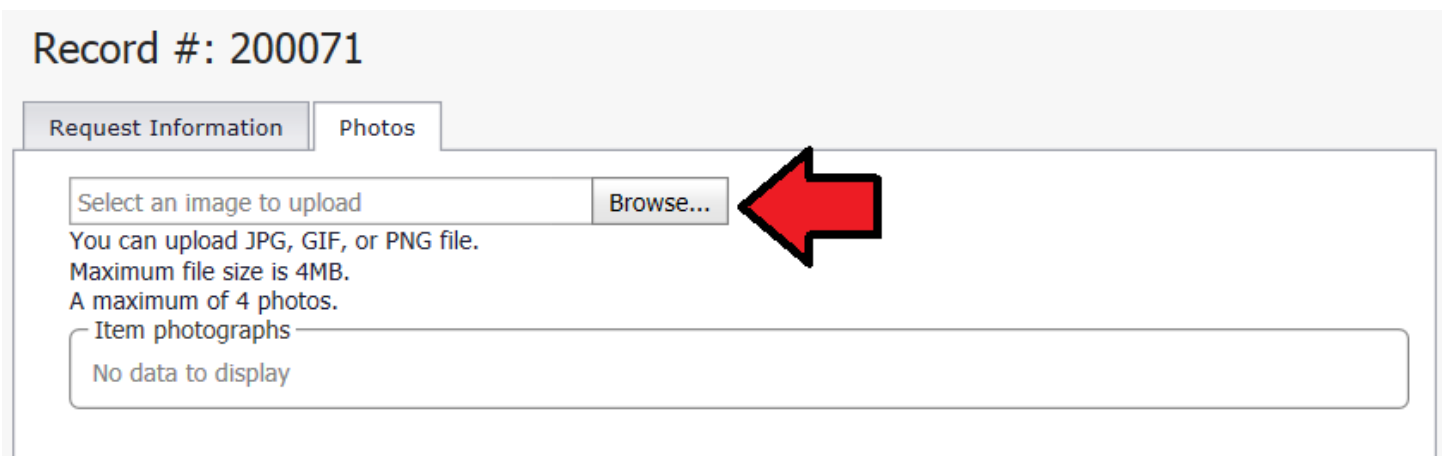
If you are satisfied with the entry and it requires no edits, you can now enter another request, by clicking on the **New Request** button at the bottom of the page, or you can add photos to the existing request. For this example, we are going to add photos to our request.

Click on the **Photos** tab at the top of the detail section.

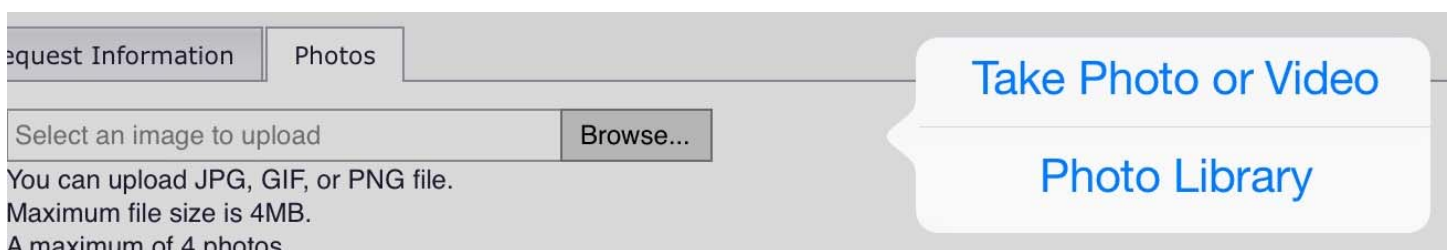


This tab will bring you to the photo upload page. You can load images from a desktop PC, laptop, digital camera, iPad, or any other device from which you are connected to the database. We're going to upload one (1) photo for this example.

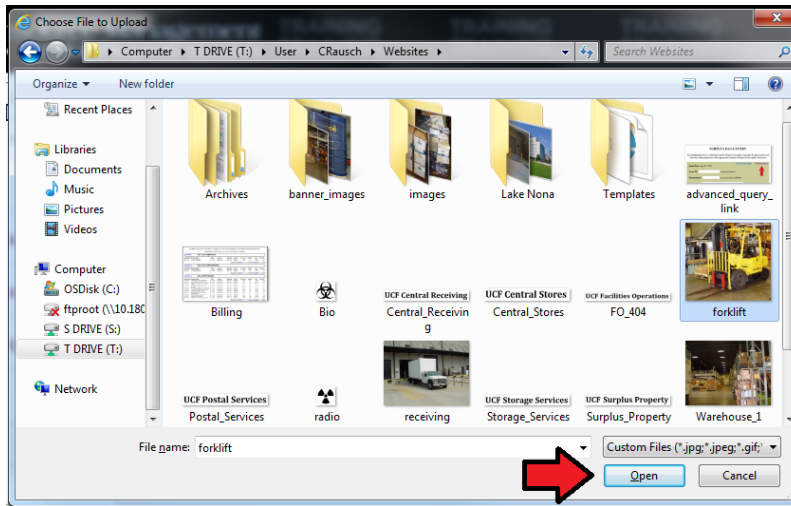
If you are uploading your photos from a file on your device, start by clicking on the **Browse** button.



If you are using an iPad or iPhone, you can choose from a file on your device from your Photo Library or you can take a photo directly from the device.



If you are choosing from a file already on the device, browse to the location of your file and select it by clicking on it once to highlight it. When the file has been highlighted, click on the **Open** button.



Repeat this process for each file that you wish to add to the entry. For this example, you'll notice that our one (1) photo has been added. This photo will be available in the **Property Available for Adoption** list for the UCF community to see as well (explained below).



### Asset Adoption Process

As a Property Custodian, you may be asked by a member of your department or project to adopt an asset that has been listed by another department. You may also be asked to approve an adoption of one of your listings for another department or project.

### Adopting Assets for Your Department

Members of the UCF community have access to the **Property Available for Adoption** screen regardless of whether or not they have a specific role within this system. This allows all individuals to have equal access to the available assets. This is also the default screen for all users when logging into the system.

PROPERTY AVAILABLE FOR ADOPTION

**Filter by**

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
<a href="#">200071</a>	#375 - FORKLIFT	Heavy Equipment & Powered Lifts	Forklifts	RM-CENTRAL RECEIVING OPERATION	Y	Good	Excess	1	09/25/2015
<a href="#">200070</a>	Padded fabric office chairs	Furniture	Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	5	09/25/2015
<a href="#">200069</a>	iMac 17 in computer	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Worn	1	09/25/2015
<a href="#">200068</a>	Dell Optiplex 755 computers	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Damaged	7	09/25/2015
<a href="#">200067</a>	Collapsible Pallet-Sized Plastic Transport Boxes	Industrial & Workshop Equipment	Material Handling Equipment	RM-CENTRAL RECEIVING OPERATION	Y	Fair	Excess	5	09/24/2015

Page 1 of 1 (5 items)  Page size: 20

You'll notice in the screenshot above that our two (2) assets from the previous examples are listed. The dataset displayed on this screen is searchable by:

- Record Number
- Description
- Category
- Department Name
- Photos (Y/N)
- Reason

You'll also notice that an end date exists for each line item. These end dates are mutually exclusive by listing and represents a ten (10) business day window during which the item is available for transfer.

For the next example, we'll start with a basic search. Let's suppose that a researcher in your department is looking for a new chair for her office and has asked you to find one in surplus for her. You can search the available assets in several ways.

You could simply type the word “chair” into the description field search box.

PROPERTY AVAILABLE FOR ADOPTION

**Filter by**

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
	<input type="text" value="chair"/>								
200070	Padded fabric office chairs	Furniture	Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	5	09/25/2015

Page 1 of 1 (1 items)    Page size: 20

This will search the database and only return those line items containing that word.

**TIP:** When entering text as a search term, avoid using the plural form of the word for better results. For example, a search for “chairs” will only return entries containing the entire word whereas a search for “chair” will return entries containing either the word “chair” or “chairs”.

Alternatively, if you prefer a more general search, use the Category drop-down boxes above the list. This will cast a wider net and return more selections.

PROPERTY AVAILABLE FOR ADOPTION

**Filter by**

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
200071	Equipment & Lifts	Equipment & Lifts	Forklifts	RM-CENTRAL RECEIVING OPERATION	Y	Good	Excess	1	09/25/2015
200070	Padded fabric office chairs	Furniture	Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	5	09/25/2015
200069	Computers	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Worn	1	09/25/2015
200068	Desktops and Exhibit Supplies	Desktops and Exhibit Supplies	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Damaged	7	09/25/2015
200067	Material Handling Equipment	Material Handling Equipment	Material Handling Equipment	RM-CENTRAL RECEIVING OPERATION	Y	Fair	Excess	5	09/24/2015

Page 1 of 1 (1 items)    Page size: 20

To continue with the example, let's suppose that the chair you found meets the researcher's need and she would like for you to obtain a quantity of two (2) for her. You can start the request by clicking on the Record Number link to the left of the line entry.

Record #	Description	Category1	Category2	Depart
<a href="#">200070</a>	Padded fabric office chairs	Furniture	Lobby Furniture	RM-DIR OPERAT

Page 1 of 1 (1 items) < [1] >

This will bring you to the **Request Adoption** page. At the bottom of this page, you will need to set the department into which the asset is being adopted, choose a quantity to adopt, and add a comment (if appropriate).

### Adopting Department

Department:\*

Quantity:  ⊖ ⊕

Request Note:

Next, click on the **Request Adoption** button to send the request to the originating Property Custodian. You will receive an automatic email from the system when the request has been approved or denied. Upon approval, you may arrange the pickup and transport of the asset(s) directly with the originating department.

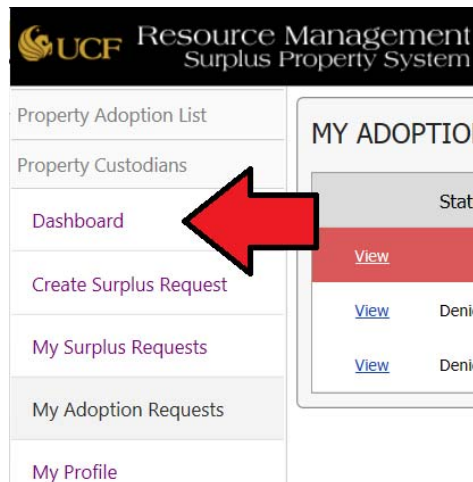
There is no need to involve the Surplus Property Team with regard to the transfer of the adopted asset(s) as everything has been recorded in this system and the chain of custody has been established.

Adoption requests that you have made to other departments can be reviewed by clicking on the **My Adoption Requests** menu link on the left-hand side of the screen. The status for each line item will change to "Approved" or "Denied" upon action from the originating PCT and you will also receive an email confirmation.

MY ADOPTION REQUESTS					
Status	Date Requested	Reviewed By Name	Reviewed Date	Record #	Description
<a href="#">View</a>	9/11/2015			200070	Padded fabric office chairs


### Approving Adoption Requests

Occasionally, another department will want to adopt assets that you have listed. In addition to the email notification that you will receive each time, you can view these requests on the **Dashboard** page, which is accessible by clicking on the **Dashboard** menu link on the left-hand side of the screen.




This link will bring you to the **Property Custodian Dashboard** screen which summarizes your inbound requests that are pending, your approved inbound requests that have yet to be picked up, and your approved outbound requests for which you have yet to make pickup.




ADOPTION REQUESTS AWAITING MY APPROVAL 							
	Date Requested	△ Requestor Name	Requestor Department Name	Requestor Phone	Qty Requested	Qty Available	Description
<a href="#">View</a>	09/11/2015 16:47	Joshua Haupt	RM-DIRECTORS OFFICE OPERATIONS	(407) 823-1445	3	5	Collapsible Pallet-Sized Plastic Transport Boxes
<a href="#">View</a>	09/11/2015 16:48	Joshua Haupt	RM-DIRECTORS OFFICE OPERATIONS	(407) 823-1445	3	5	Collapsible Pallet-Sized Plastic Transport Boxes


TRANSFERS PENDING PICK UP 						
Date Requested	Requestor Name	Requestor Department Name	Requestor Phone	Qty	Description	
No transfers pending pick up						

ITEMS I NEED TO PICK UP 				
Date Requested	Reviewed By Name	Reviewed Date	Record #	Description
No items need pickup				

In the screenshot above, you'll notice that we have two (2) inbound requests to adopt assets that we have recently listed for surplus. You may also notice that the requested quantity in each request is three (3) even though the original quantity submitted was only five (5). This could happen as a result of a duplicate entry to simply if two separate PCTs entered a request for the same asset.

For this example, we will approve one and deny the other. To approve the request, start by clicking on the **View** link in the listing.

ADOPTION REQUESTS AWAITING MY APPROVAL 							
	Date Requested	△ Requestor Name	Requestor Department Name	Requestor Phone	Qty Requested	Qty Available	Description
<a href="#">View</a>	09/11/2015 16:47	Joshua Haupt	RM-DIRECTORS OFFICE OPERATIONS	(407) 823-1445	3	5	Collapsible Pallet-Sized Plastic Transport Boxes
<a href="#">View</a>	09/11/2015 16:48	Joshua Haupt	RM-DIRECTORS OFFICE OPERATIONS	(407) 823-1445	3	5	Collapsible Pallet-Sized Plastic Transport Boxes

This will bring you to the **Approval** screen where you can approve or deny the request with a comment added for the benefit of the requesting party. At the bottom of the screen, set the toggle for "Approve" or "Deny". If you select "Deny", you will need to enter a comment. Click the Submit button to commit the transactions to the database.

### Approval

Approve
 Deny

Deny Note:

This looks like a duplicate request. I will approve your other request made shortly before this one was entered.

For denied requests, you will notice that they will no longer show up on your **Dashboard** screen.

#### ADOPTION REQUESTS AWAITING MY APPROVAL i

Date Requested	Requestor Name	Requestor Department Name	Requestor Phone	Qty Requested	Qty Available	Description
<a href="#" style="color: white;">View</a>	09/11/2015 16:48	Joshua Haupt	RM-DIRECTORS OFFICE OPERATIONS	(407) 823-1445	3	5 Collapsible Pallet-Sized Plastic Transport Boxes

#### TRANSFERS PENDING PICK UP i

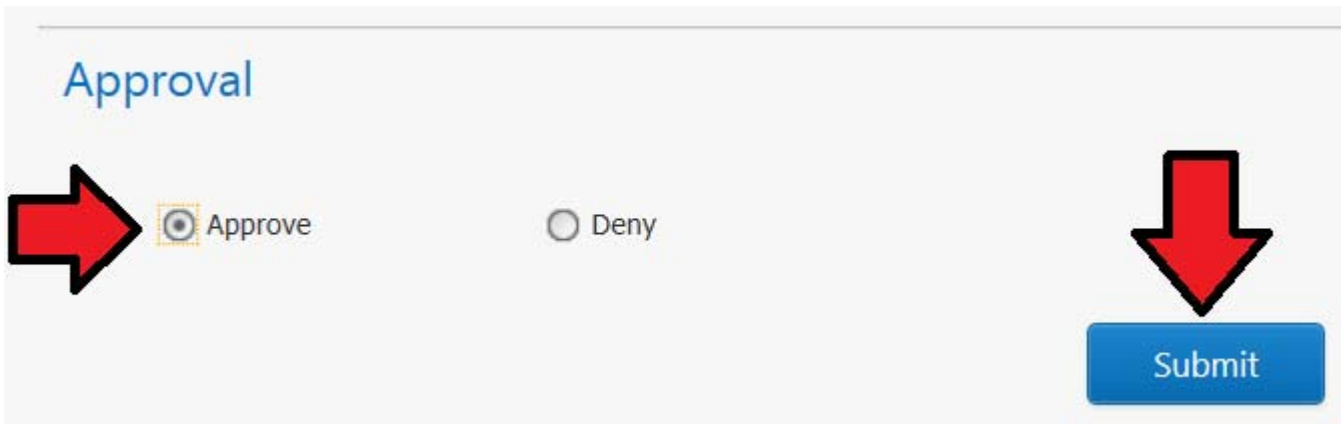
Date Requested	Requestor Name	Requestor Department Name	Requestor Phone	Qty	Description
No transfers pending pick up					

#### ITEMS I NEED TO PICK UP i

Date Requested	Reviewed By Name	Reviewed Date	Record #	Description
No items need pickup				

To continue with the example, we will not approve the second request of this asset. Start by clicking on the **View** link for that line item in the listing. At the bottom of the screen, set the toggle to “Approve” and click the **Submit** button.



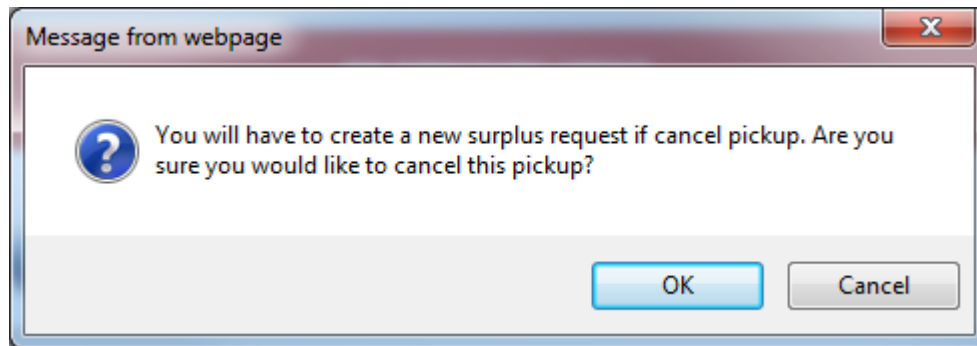
The screenshot shows an 'Approval' section with a red arrow pointing to the 'Approve' radio button, which is selected. The 'Deny' radio button is unselected. A large red arrow points down to a blue 'Submit' button.

This will alert the requesting department that the request has been approved. It will also move the transaction from your **Adoption Requests Awaiting My Approval** queue to your **Transfers Pending Pickup** queue.

ADOPTION REQUESTS AWAITING MY APPROVAL <span style="float: right;">i</span>							
Date Requested	Requestor Name	Requestor Department Name	Requestor Phone	Qty Requested	Qty Available	Description	
No requests awaiting my approval							
TRANSFERS PENDING PICK UP <span style="float: right;">i</span>							
Date Requested	Requestor Name	Requestor Department Name	Requestor Phone	Qty	Description		
<a href="#">View</a>	9/11/2015	Joshua Haupt	RM-DIRECTORS OFFICE OPERATIONS	(407) 823-1445	3	Collapsible Pallet-Sized Plastic Transport Boxes	<a href="#">Cancel Pickup</a> <a href="#">Picked Up</a>
ITEMS I NEED TO PICK UP <span style="float: right;">i</span>							
Date Requested	Reviewed By Name	Reviewed Date	Record #	Description			
No items need pickup							

At a later date or time, you can then mark the request as “Picked Up” or “Canceled”. For example, the department may have found a better option between the time of the request and the time of the intended

pickup. If you select "Picked Up", the item will be removed from your **Dashboard**. If you select "Cancel Pickup", the item will need to be relisted to be considered eligible for the Surplus Property Program.



For approved adoptions, you will also notice that the available quantity for the respective line item is automatically adjusted on the **Property Available for Adoption** screen.

PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1:  Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
<a href="#">200071</a>	#375 - FORKLIFT	Heavy Equipment & Powered Lifts	Forklifts	RM-CENTRAL RECEIVING OPERATION	Y	Good	Excess	1	09/25/2015
<a href="#">200070</a>	Padded fabric office chairs	Furniture	Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	5	09/25/2015
<a href="#">200069</a>	iMac 17 in computer	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Worn		09/25/2015
<a href="#">200068</a>	Dell Optiplex 755 computers	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Damaged		09/25/2015
<a href="#">200067</a>	Collapsible Pallet-Sized Plastic Transport Boxes	Industrial & Workshop Equipment	Material Handling Equipment	RM-CENTRAL RECEIVING OPERATION	Y	Fair	Excess	2	09/24/2015

Page 1 of 1 (5 items)  Page size: 20

**NOTE:** To ensure a proper chain of custody for state-owned property, only Property Custodians may initiate and approve or deny adoption requests within this system. This requires a role of PCT assigned to your EMPLID in the PeopleSoft Financials system.

### References

Document Name	Online Location
Certified Surplus Property Removal, Evaluation, and Disposition Procedure	<a href="http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,and%20Disposition%20Procedure.pdf">http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,and%20Disposition%20Procedure.pdf</a>
UCF Regulation 7.302 Surplus Property	<a href="http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf">http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf</a>
Finance and Accounting Training Page	<a href="http://www.financials.ucf.edu/Training/Getting_Started.cfm">http://www.financials.ucf.edu/Training/Getting_Started.cfm</a>
UCF Surplus Property Auction Site	<a href="http://www.govdeals.com/ucf">http://www.govdeals.com/ucf</a>
Florida Statute 273.04 Property Acquisition	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.04.html">http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.04.html</a>
Florida Statute 273.05 Surplus Property	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.05.html">http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.05.html</a>
Florida Statute 273.055 Disposition of State-Owned Tangible Personal Property	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.055.html">http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.055.html</a>





# Resource Management

Surplus Property Program

*Surplus Property Program Database User's Manual*

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## Table of Contents

Overview	3
Property Board Voting Member Approval Request Queue	4
Approving a Recommendation	9
Rejecting a Recommendation	10
References	15

### **Overview**

The Property Board voting members are appointed by the Vice President for Administration and Finance. As such, an appointee's decision as to an asset's eventual disposition is:

- Final
- Made within the individual's own prerogative without prejudice
- Not subject to anyone's review other than the President of the university, the VP for Administration and Finance, and/or University Audit

Prior to the disposition of any asset, two thirds (a quorum as defined in UCF Regulation 7.302) of the Property Board must agree on the same disposition. Disposition recommendations, made by the Surplus Property Support Team and Surplus Property Program's Account Manager, may include:

- Sale of the asset to the general public
- Recycling of the asset through an approved construction and demolition debris recycling company
- Recycling of the asset through an approved electronics scrap recycling company
- Donation of the asset to a governmental agency, government-sponsored educational facility, or an approved non-profit organization

Additionally, any voting member may reject a disposition request for any reason. Rejection reasons may include the following and are not limited to this list:

- Inaccurate acquisition cost
- Inaccurate asset description
- Disagreement on a particular disposition recommendation (i.e. auction sale versus recycling)
- Misrepresentation of an asset

If a request is rejected, it is returned to the program's support team and Account Manager for further evaluation and processing until such time that a quorum can be reached regarding the disposition decision. Assets are not to be disposed in any manner prior to final Property Board approval.

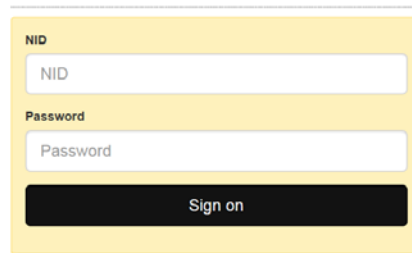


### Property Board Voting Member Approval Request Queue

To view the current approval request queue, a Property Board Voting Member (PBVM) would access the system at the following link. The login credentials are the same as the user's UCF NID and NID password:

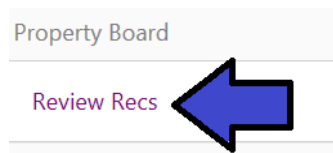
<https://secure.fs.ucf.edu/Surplus>

#### UCF Federated Identity



The login form is titled "UCF Federated Identity" and is enclosed in a yellow border. It contains two input fields: "NID" and "Password". Below these fields is a black "Sign on" button.

To access the PBVM approval request queue, click on the "Review Recs" link under the "Property Board" menu:




This will bring the PBVM to the approval request queue:

#### Property Board Review List

Select all rows Clear selection

<input type="checkbox"/>	Record #	Description	Category1	Category2	Cost	Asset Tag	QTY RecycledCND	QTY Recycled Electronics	QTY Resale	QTY Do
<input checked="" type="checkbox"/>	<a href="#">200071-0</a>	#375 - FORKLIFT	Heavy Equipment & Powered Lifts	Forklifts	\$18,188.00	4940CF200805	0	0	1	
<input type="checkbox"/>	<a href="#">200211-0</a>	Large Wooden Desk With Six Drawers 72" x 30" x 29"	Furniture	Office Furniture	\$350.00		2	0	6	
<input type="checkbox"/>	<a href="#">200212-0</a>	Square Wooden Table 36" x 36" x 19"	Furniture	Lobby Furniture	\$125.00		0	0	2	
<input type="checkbox"/>	<a href="#">200213-0</a>	GW Instek GOS-620 20 Mhz ...	Engineering Equipment and Supplies	Testing Equipment	\$3,500.00		0	0	1	

Requests may be approved individually or by batch. Prior to approval or rejection, to inspect an individual request, click on the record number link at the beginning of the request's row:



X 30" X 29"	
<input type="checkbox"/> <a href="#">200071-0</a>	#375 - FORKLIFT Heavy Equipment & Powered Lifts Forklifts \$18,188.00 4940CF200805

This will bring the PBVM to the "Surplus Item" screen. From this page, the PBVM may:

1. Review the summary information for the item
2. Review the original request from the originating Property Custodian
3. Review any photos that have been added to the record
4. Review the item's history to see if other PBVMs have made any recommendations
5. Add a note to the record
6. Reject the request

### Surplus Item #: 200071-0

Request Information
Photos
History
Notes

**Item Info**

**Asset ID:** CNV000001566

**Asset Tag #:** 4940CF200805

**Serial #:** D177BO3996P

**Description:** #375 - FORKLIFT

**Acquisition Cost:** \$18,188.00 per unit cost

**Category 1:** Heavy Equipment & Powered Lifts

**Category 2:** Forklifts

**Condition:** Good

**Weight:** 0

**Hard Drive:**

[View Original Request](#)

↑ 3

↑ 4

↑ 5

1

Reject
← 6

Clicking on the "View Original Request" link will bring the PBVM to the original entry made by the asset's Property Custodian:

View Original Surplus Request ✕

Record #: 200071

Request Information

Photos

History

### Custodian Information

**Custodian Name:** Rausch, Christopher  
**Email:** [Christopher.Rausch@ucf.edu](mailto:Christopher.Rausch@ucf.edu)  
**Phone #:** (407) 823-3099  
**Department:** 02870006 RM-CENTRAL RECEIVING OPERATION

### Item Info

**Asset ID:** CNV000001566  
**Asset Tag #:** 4940CF200805  
**Serial #:** D177BO3996P  
**Description:** #375 - FORKLIFT  
**Location:** 16 Facilities and Safety A / B  
[3528 \(North\) Perseus Loop Orlando, FL 32816](#)  
**Room #:** 100  
**Acquisition Cost:** \$18,188.00 per unit cost  
**Category 1:** Heavy Equipment & Powered Lifts  
**Category 2:** Forklifts  
**Condition:** Good  
**Reason:** Excess

To return to the "Surplus Item" page, click the "X" in the upper right hand corner of the pop-up window or simply press the "ESC" key on the keyboard.



Clicking on the “Photos” tab will bring the PBVM to the page showing photos that have been uploaded for that particular item (if any):

Surplus Item #: 200071-0

Request Information | **Photos** | History | Notes

Item photographs



Reject

Clicking on the “History” tab will show the PBVM information regarding past recommendations by the support team, the Account Manager, and any other PBVMs who have already taken action with regard to the request.

Surplus Item #: 200071-0

Request Information | Photos | **History** | Notes

Recommended Date	Recommended By	Status	AMGR_Name	Status Date	# Resale	# Recycle Elect.	# Recycle CND	# Donation
4/13/2016	Haupt, Joshua	Awaiting Property Board Quorum	Rausch, Christopher	4/13/2016	1	0	0	0

Approved | Date Reviewed | Member Name

No data to display

Change Recommendation

Sales

ID	Reference ID	Venue	Title	Quantity	Status
No data to display					

Reject

To review or add a note to the request, the PBVM would click on the “Notes” tab. To add a note, the PBVM would type the information under the “Add Note” header and then click the “Add Note” button:

Surplus Item #: 200071-0

Request Information Photos History **Notes**

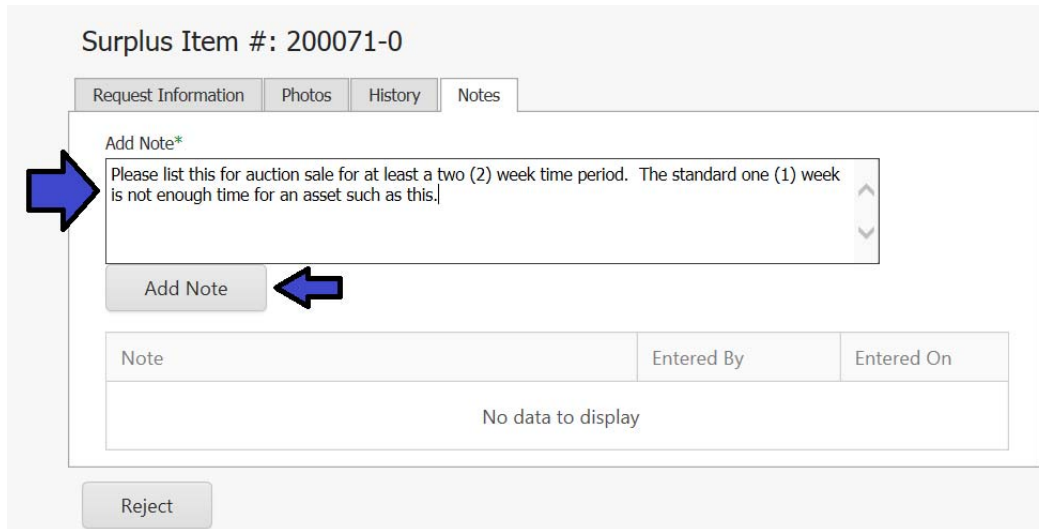
Add Note\*

Please list this for auction sale for at least a two (2) week time period. The standard one (1) week is not enough time for an asset such as this.

Add Note

Note	Entered By	Entered On
No data to display		

Reject



A note cannot be edited or removed once it has been added to the database. After it has been recorded, the note is available to other users depending on the individual's level of access.

Surplus Item #: 200071-0

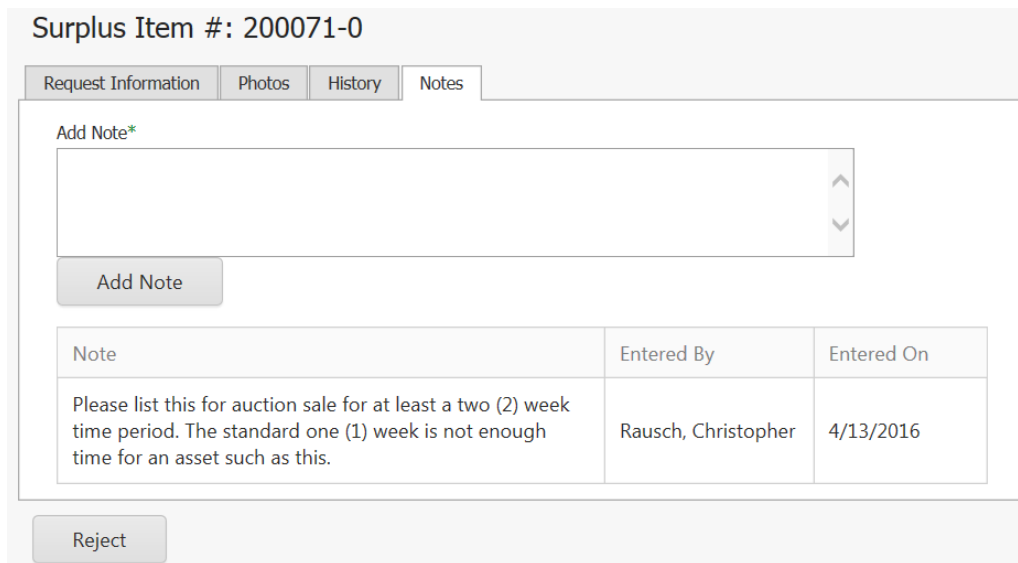
Request Information Photos History **Notes**

Add Note\*

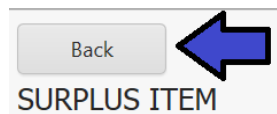
Add Note

Note	Entered By	Entered On
Please list this for auction sale for at least a two (2) week time period. The standard one (1) week is not enough time for an asset such as this.	Rausch, Christopher	4/13/2016

Reject

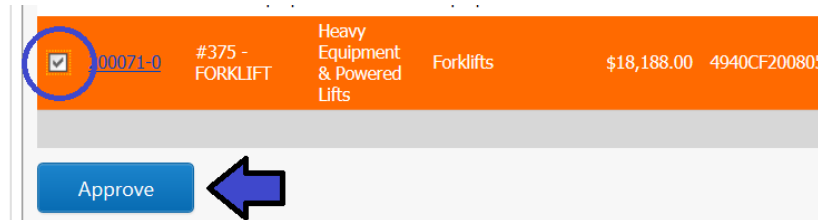


The PBVM can return to the main queue at any time by clicking on the “Back” button at the top of the screen:

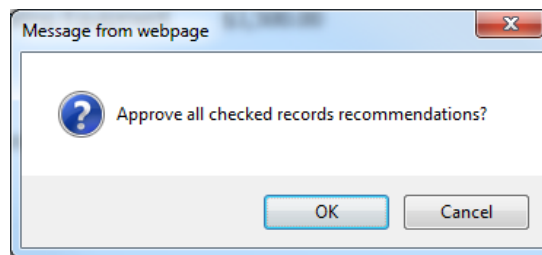


### Approving a Recommendation

If the PBVM is satisfied with the recommendation for the intended disposition, he or she may approve the item from the main queue page. To approve an item, click on the checkbox next to the item's record number link and then press the "Approve" button at the bottom of the page:



The PBVM will be prompted to confirm the approval(s):



The item will then be removed from the queue of awaiting approvals for that particular PBVM. If a quorum has not been reached for the approval of the recommended disposition, the line item will be visible to other PBVMs until such time that enough approvals are in place to move the record forward in the work flow process. The other PBVMs can also see the actions of those who have voted before them.

Surplus Item #: 200071-0

Request Information | Photos | History | Notes

Recommended Date	Recommended By	Status	AMGR_Name	Status Date	# Resale	# Recycle Elect.	# Recycle CND	# Donation
4/13/2016	Haupt, Joshua	Awaiting Property Board Quorum	Rausch, Christopher	4/13/2016	1	0	0	0

Approved	Date Reviewed	Member Name
<input checked="" type="checkbox"/>	4/13/2016	Rausch, Christopher

### Rejecting a Recommendation

Occasionally, a PBVM will come across an item that he or she may not want to approve. In this event, the process to access the record is the same, but instead of approving the item from the main queue page, the PBVM would reject the item from that particular item's summary page. The rejection process is started by clicking on the "Reject" button.

Surplus Item #: 200211-0

Request Information Photos History Notes

---

**Item Info**

Non-Tagged

**Qty Original:** 8

**Serial #:**

**Description:** Large Wooden Desk With Six Drawers 72" x 30" x 29"

**Acquisition Cost:** \$350.00 per unit cost

**Category 1:** Furniture


**Category 2:** Office Furniture

**Condition:** Fair

**Weight:** 0

**Hard Drive:**

[View Original Request](#)

Reject 

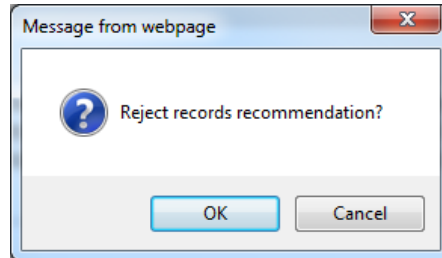
The PBVM will be prompted to enter a note explaining the reason for the rejection.

Rejection Note ✕

Enter Note:\*

Cancel Submit

After clicking on the "Submit" button, the PBVM will be prompted to confirm the rejection:



The rejection will show up as an unchecked box on the individual asset's History page:

### Surplus Item #: 200211-0

Request Information | Photos | History | Notes

	Recommended Date ▾	Recommended By	Status	AMGR_Name	Status Date	# Resale	# Recycle Elect.	# Recycle CND	# Donation
☒	4/12/2016	Haupt, Joshua	Property Board Rejected	Haupt, Joshua	4/13/2016	6	0	2	0

Approved	Date Reviewed	Member Name
<input checked="" type="checkbox"/>	4/13/2016	Haupt, Joshua
<input type="checkbox"/>	4/13/2016	Rausch, Christopher

Change Recommendation

### Sales

ID	Reference ID	Venue	Title	Quantity	Status
No data to display					



The PBVM's note will be visible to other users depending on the individual's level of access. The note will also be available to other PBVMs who may find the information useful when determining whether or not to grant approval to the disposition request.

Surplus Item #: 200211-0

Request Information | Photos | History | **Notes**

Add Note\*

Add Note

Note	Entered By	Entered On
Property board member rejection - I examined these desks in the warehouse. They are not six feet long, they only have four drawers each, and they are made of mahogany so I disagree with the acquisition cost.	Rausch, Christopher	4/13/2016

The record is then moved back to the Support Team's queue, with a yellow background added, for further processing:

PROCESS ITEM LIST

**Filter by**

Category 1:  Category 2:

Request #	Description	Category1	Category2	QTY
200211-0	Large Wooden Desk With Six Drawers 72" x 30" x 29"	Furniture	Office Furniture	8

The support team must then review the PBVM's rejection and related comments, make the necessary changes to the listing, and resubmit the item for approval.

To search for a particular item or a group of items, the PBVM may make use of the search boxes under each field title at the top of the queue. For example, if the PBVM wanted to review only furniture items, he or she could type "furniture" in the Category 1 search box and only those items classified as furniture will display:

### Property Board Review List

Select all rows Clear selection

<input type="checkbox"/>	Record #	Description	Category1	Category2	Cost	Asset Tag	QTY RecycledCND	QTY Recycled Electronics	QTY Resale	QTY Donation
<a href="#">Clear</a>	<input type="text"/>	<input type="text"/>	<input type="text" value="furniture"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<a href="#">200212-0</a>	Square Wooden Table 36" x 36" x 19"	Furniture	Lobby Furniture	\$125.00		0	0	2	3
<input type="checkbox"/>	<a href="#">200216-0</a>	Blue Fabric and Wooden Frame Two-Seat Bench	Furniture	Lobby Furniture	\$175.00		0	0	1	0

Approve

To approve multiple items at the same time, a PBVM may check as many of the individual boxes in the main queue as desired or click the check box next to the field titles to select all records in view and then click the "Approve" button.

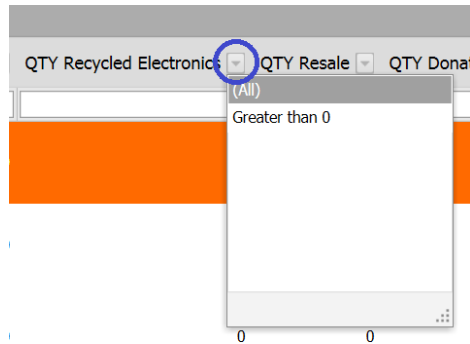
### Property Board Review List

Select all rows Clear selection

<input checked="" type="checkbox"/>	Record #	Description	Category1	Category2	Cost	Asset T
<a href="#">Clear</a>	<input type="text"/>	<input type="text"/>	<input type="text" value="furniture"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<a href="#">200212-0</a>	Square Wooden Table 36" x 36" x 19"	Furniture	Lobby Furniture	\$125.00	
<input checked="" type="checkbox"/>	<a href="#">200216-0</a>	Blue Fabric and Wooden Frame Two-Seat Bench	Furniture	Lobby Furniture	\$175.00	

Approve

To search by quantities, for example to see all items recommended for recycling, use the down arrows to the right of the disposition field names:



This filter will return only those requests that meet that recommended disposition:

Property Board Review List

Select all rows Clear selection

<input type="checkbox"/>	Record #	Description	Category1	Category2	Cost	Asset Tag	QTY RecycledCND	QTY Recycled Electronics	QTY Resale	QTY Donation
<input type="checkbox"/>	200217-0	Dell Latitude E4310 Laptop	Computers	Desktops and Laptops	\$899.00		0	2	2	3

Approve

To clear all search filters, click the “Clear” link on the left-hand side of the screen:

Property Board Review List

Select all rows Clear selection

<input type="checkbox"/>	Record #	Description	Category1	Category2	Cost
<input type="checkbox"/>	200217-0	Dell Latitude E4310 Laptop	Computers	Desktops and Laptops	\$899.00

Approve

Disposition requests will appear in the PBVM’s queue on a daily basis depending on the recommendations of the support team and the Account Manager so PBVMs are encouraged to check the queue frequently.

### Questions?

If you have any questions or need additional information, please contact us at (407) 823-1445 or email us at [surplusproperty@ucf.edu](mailto:surplusproperty@ucf.edu).

### References

Document Name	Online Location
Certified Surplus Property Removal, Evaluation, and Disposition Procedure	<a href="http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,and%20Disposition%20Procedure.pdf">http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,and%20Disposition%20Procedure.pdf</a>
Finance and Accounting Training Page	<a href="http://www.financials.ucf.edu/Training/Getting_Start.ed.cfm">http://www.financials.ucf.edu/Training/Getting_Start.ed.cfm</a>
Florida Statute 273.04 Property Acquisition	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.04.html">http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.04.html</a>
Florida Statute 273.05 Surplus Property	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.05.html">http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.05.html</a>
Florida Statute 273.055 Disposition of State-Owned Tangible Personal Property	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.055.html">http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.055.html</a>
UCF Regulation 7.302 Surplus Property	<a href="http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf">http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf</a>
UCF Surplus Property Auction Site	<a href="http://www.govdeals.com/ucf">http://www.govdeals.com/ucf</a>





# Resource Management

Surplus Property Program

*Surplus Property Program Database User's Manual*

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## Table of Contents

Daily Pickups	3
Acceptance and Rejections	7
Asset Evaluation and Recommendations	9
References	13

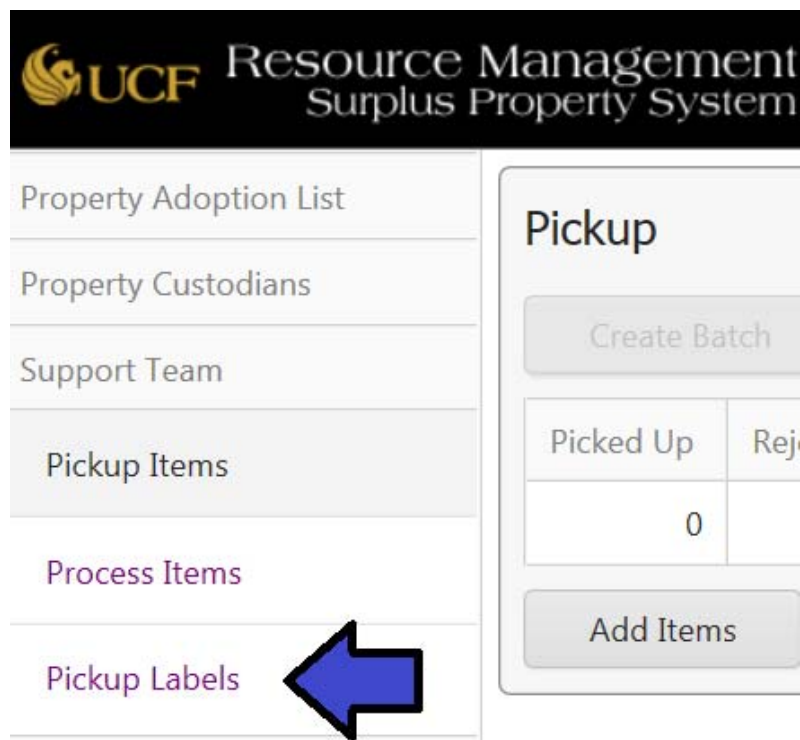
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### **Daily Pickups**

The Property Manager and the Surplus Property Support Team are charged with the responsibility of coordinating the daily pickup of surplus property from campus locations, scheduling the pickups with the appropriate departmental personnel, ensuring accuracy between the online entries made by the Property Custodians and the physical asset(s) being removed, and for making recommendations to the Account Manager as to eventual asset dispositions.



After ten (10) business days from the date of listing items are removed from the “Available Adoptions” list and arrangements should be made with the originating department for the pickup of these items. When the arrangements have been made, labels should be printed for each asset listed so an identifying label may be placed on each individual asset to ensure accuracy and accountability during processing.



To begin the label printing process, the Property Manager will log into the database and navigate to the “Pickup Labels” link under the “Support Team” menu on the left hand side of the screen. Only individuals with the account code PMGR will have access to this screen.




Pickup labels are generated by date range. The start date for the range should be the date immediately after the last date processed and the end date should be the day after the last date on the list (to ensure capture of all items from the last date). These dates should be entered under the "Preview Parameters" header on the right-hand side of the "Pick Up Labels" screen. When the dates have been entered, click the "Submit" button to execute the query and generate the labels.

PREVIEW PARAMETERS

StartDate  4/1/2016 













EndDate  4/13/2016 



The labels will be generated for the date range.

### PICK UP LABELS

Navigation: 1 of 1 | [Icons: back, forward, refresh, zoom in, zoom out, print, save]

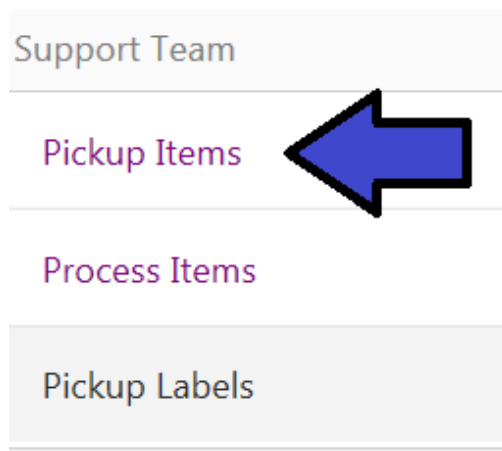
<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p> <p>1 of 10</p>	<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p> <p>2 of 10</p>	<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p> <p>3 of 10</p>
<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p> <p>4 of 10</p>	<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p> <p>5 of 10</p>	<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p> <p>6 of 10</p>
<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p> <p>7 of 10</p>	<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p> <p>8 of 10</p>	<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p> <p>9 of 10</p>
<p>200211 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p>	<p>200212 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p>	<p>200212 B: 16 R: 100 04/12/2016</p>  <p>Large Wooden Desk With Six Drawers 72" x SN:</p>



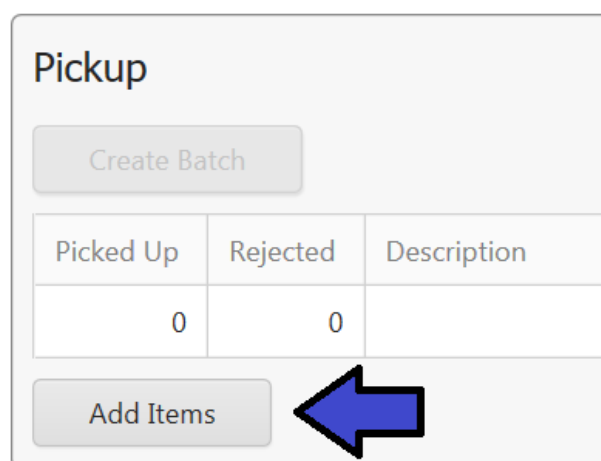
The system will generate a label for each asset entered. In the example above, a total of ten (10) desks were entered and the system generated ten (10) labels, one for each desk.

When the labels have been printed and the pickups have been scheduled, the Property Manager will physically inspect the items to ensure matches with the database entries. If a match is made, a label should be placed on the asset for the respective record number. If a match cannot be made or if the item is not found, the item must be rejected in the system.

To start a batch for pickup, navigate to the "Pickup Items" link under the "Support Team" menu.



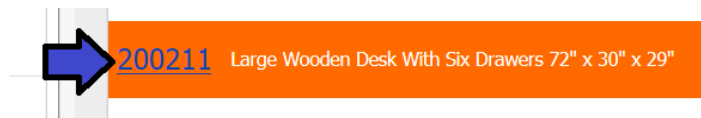
From the "Pickup" screen, click the "Add Items" button to begin the batch.



This will bring the user to the “Add Surplus Request to Batch” page where items from the individual Property Custodian’s requests can be added to the pickup. For this example, we are going to pick up items from building 16 from requests 200211 through 200217.

<a href="#">200211</a>	Large Wooden Desk With Six Drawers 72" x 30" x 29"	10	Rausch, Christopher	RM-CENTRAL RECEIVING OPERATION	100
<a href="#">200212</a>	Square Wooden Table 36" x 36" x 19"	6	Rausch, Christopher	RM-CENTRAL RECEIVING OPERATION	100
<a href="#">200213</a>	GW Instek GOS-620 20 Mhz Oscilloscope	1	Rausch, Christopher	RM-CENTRAL RECEIVING OPERATION	100
<a href="#">200214</a>	Champion Compressor Head Without Motor	1	Rausch, Christopher	RM-CENTRAL RECEIVING OPERATION	100
<a href="#">200215</a>	Da-Lite Model C Manual 8 Foot Projector Screen	1	Rausch, Christopher	RM-CENTRAL RECEIVING OPERATION	100
<a href="#">200216</a>	Blue Fabric and Wooden Frame Two-Seat Bench	1	Rausch, Christopher	RM-CENTRAL RECEIVING OPERATION	100
<a href="#">200217</a>	Dell Latitude E4310 Laptop	8	Rausch, Christopher	RM-CENTRAL RECEIVING OPERATION	100

We’ll start with the processing of the ten (10) desks from request 200211. Let’s suppose that upon arrival, there are only eight (8) desks available as two (2) cannot be located. The pickup records must be updated to reflect that only a quantity of eight (8) are being processed. This is accomplished by clicking on the hyperlinked request number to enter the processing screen for the individual item.



Clicking the record number link will open the processing page for the individual item. Portions of the originally-entered quantity can be added to any of the following categories:

Pick Up	
Picked Up:	Retained:
10 <input type="button" value="-"/> <input type="button" value="+"/> <input type="text"/>	0 <input type="button" value="-"/> <input type="button" value="+"/> <input type="text"/>
Not Found:	Does Not Match - Property Decal:
0 <input type="button" value="-"/> <input type="button" value="+"/> <input type="text"/>	0 <input type="button" value="-"/> <input type="button" value="+"/> <input type="text"/>
Does Not Match - Description:	Does Not Match - Serial ID:
0 <input type="button" value="-"/> <input type="button" value="+"/> <input type="text"/>	0 <input type="button" value="-"/> <input type="button" value="+"/> <input type="text"/>

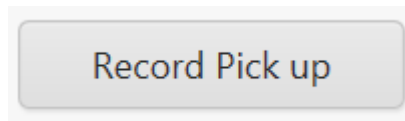
### Acceptance and Rejections

In this example, since we only have eight (8) desks available for pickup, the quantities would be adjusted as follows:

Pick Up

Picked Up: <input style="width: 80%;" type="text" value="8"/> <span style="float: right;">- +</span>	Retained: <input style="width: 80%;" type="text" value="0"/> <span style="float: right;">- +</span>
Not Found: <input style="width: 80%;" type="text" value="2"/> <span style="float: right;">- +</span>	Does Not Match - Property Decal: <input style="width: 80%;" type="text" value="0"/> <span style="float: right;">- +</span>
Does Not Match - Description: <input style="width: 80%;" type="text" value="0"/> <span style="float: right;">- +</span>	Does Not Match - Serial ID: <input style="width: 80%;" type="text" value="0"/> <span style="float: right;">- +</span>

After all items have been accounted for, click the “Record Pick Up” button at the bottom of the screen.



From there, the user will be returned to the main “Pickup” screen from where items may be added to the batch or the batch may be closed.

Pickup

Create Batch

Picked Up	Rejected	Description	Asset Tag	Serial Number
8	0	Large Wooden Desk With Six Drawers 72" x 30" x 29"		
0	2	Large Wooden Desk With Six Drawers 72" x 30" x 29"		


Add Items Close Batch

To continue this example, we will add the rest of the items from entry numbers 200212, 200213, 200214, 200215, 200216, and 200217. Some additional items have been marked as rejected as well for illustrative purposes.

Our pickup batch for this building is now fully populated and it can be closed by clicking on the "Close Batch" button in the lower right-hand corner of the screen.


**Pickup**

Picked Up	Rejected	Description	Asset Tag	Serial Number
8	0	Large Wooden Desk With Six Drawers 72" x 30" x 29"		
0	2	Large Wooden Desk With Six Drawers 72" x 30" x 29"		
5	0	Square Wooden Table 36" x 36" x 19"		
0	1	Square Wooden Table 36" x 36" x 19"		
1	0	GW Instek GOS-620 20 Mhz Oscilloscope		
1	0	Champion Compressor Head Without Motor		BV0044158SR
1	0	Da-Lite Model C Manual 8 Foot Projector Screen		
1	0	Blue Fabric and Wooden Frame Two-Seat Bench		
7	0	Dell Latitude E4310 Laptop		
0	1	Dell Latitude E4310 Laptop		



The Property Manager will then be presented with the signature page, which should be completed by the attending Property Custodian. This can be done from a desktop computer, a laptop, or a hand-held device.

*Draw your signature*



*Print your name*

Christopher Rausch

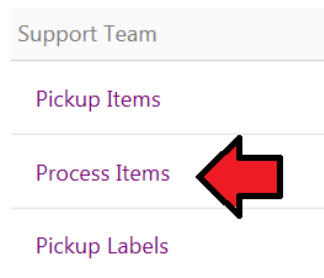
Click the "Close Batch" button at the bottom of the screen to commit the pickup record to the database.

### Asset Evaluation and Recommendations

After the pickup has been recorded and the items have been safely transported back to the warehouse, the Surplus Property Support Team (SPST) will begin the evaluation process. The evaluation process results in, after review by the Account Manager, recommendations being made to the Property Board with regard to an asset's eventual disposition. Disposition recommendations include:

- Resale to the general public
- Recycling through a construction and demolition recycling company
- Recycling through an electronics recycling company
- Donation to approved outlets such as Habitat for Humanity

The SPST starts the evaluation process by clicking on the “Process Items” link under the “Support Team” menu bar.



This will bring the user to the “Process Item List” page.

PROCESS ITEM LIST

**Filter by**

Category 1:  Category 2:

Request #	Description	Category1	Category2	QTY
<a href="#">200214-0</a>	Champion Compressor Head Without Motor	Industrial & Workshop Equipment	Compressors	1
<a href="#">200215-0</a>	Da-Lite Model C Manual 8 Foot Projector Screen	Audio/Visual Equipment	TV/Screens/Displays	1
<a href="#">200216-0</a>	Blue Fabric and Wooden Frame Two-Seat Bench	Furniture	Lobby Furniture	1
<a href="#">200217-0</a>	Dell Latitude E4310 Laptop	Computers	Desktops and Laptops	7

Page 2 of 2 (24 items)

To make a recommendation on an item, in accordance with the guidelines found in the Resource Management "[Certified Surplus Property Removal, Evaluation, and Disposition Procedure](#)", the support team member would click on the Request number hyperlink to open the evaluation page for that asset.



Notice in this example that the available quantity is now only eight (8) units as two (2) of the original ten (10) were rejected earlier.

Surplus Item #: 200211-0

Request Information | Photos | History | Notes

---

**Item Info**

Non-Tagged

**Qty Original:** 8

**Serial #:**

**Description:** Large Wooden Desk With Six Drawers 72" x 30" x 29"

**Acquisition Cost:** \$350.00 per unit cost

**Category 1:** Furniture

**Category 2:** Office Furniture

**Condition:** Fair

**Weight:** 0

**Hard Drive:**

[Split Item](#)   [View Request](#)   [Edit](#)

---

Process and Make Recommendation

Hold for Resale:      Recycle - CND:

Recycle - Electronics:      Donations:

To continue with this example, we'll suppose that out of the eight (8) desks available, only six (6) are fit for resale to the public and two (2) are too badly damaged and should be recycled.

The quantities would be adjusted as follows:

Surplus Item #: 200211-0

Request Information | Photos | History | Notes

---

**Item Info**

Non-Tagged

**Qty Original:** 8

**Serial #:**

**Description:** Large Wooden Desk With Six Drawers 72" x 30" x 29"

**Acquisition Cost:** \$350.00 per unit cost

**Category 1:** Furniture

**Category 2:** Office Furniture

**Condition:** Fair

**Weight:** 0

**Hard Drive:**

[Split Item](#) | [View Request](#) | [Edit](#)

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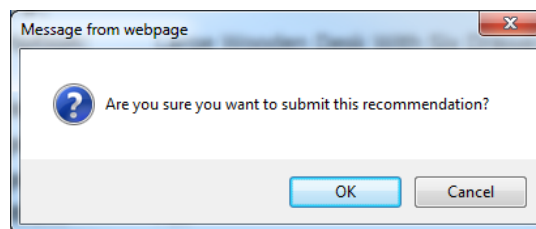
Process and Make Recommendation

Hold for Resale:       Recycle - CND:

Recycle - Electronics:       Donations:



To record the recommendation and pass it along to the Account Manager for Property Board pre-approval, click the "Record Recommendation" button at the bottom of the screen. The user will be asked to confirm the recommendation.



This process should be repeated for all available items in the "Process Items List".

**NOTE: For audit accountability purposes, the individual who picked up the item may not be the individual making the recommendation.**

These actions will move all recommendations from the SPST processing queue into the Account Manager's approval queue. The following screen is not accessible by the SPST, but is shown for illustrative purposes. The SPST's interaction with the processed assets is completed at this point unless the item has been rejected by the Account Manager and returned to the support team for further processing. For such rejections, a reason for the rejection will be posted in the "Notes" section of the asset listing.

Recommendation List										
Select all rows Clear selection										
<input type="checkbox"/>	Record #	Description	Category1	Category2	Cost	Asset Tag	QTY RecycledCND	QTY Recycled Electronics	QTY Resale	QTY Donation
<input type="checkbox"/>	<a href="#">200208-0</a>	One (1) Da-Lite Model "C" Manual Projection Screen	Audio/Visual Equipment	Lighting	\$850.00		0	0	1	0
<input type="checkbox"/>	<a href="#">200211-0</a>	Large Wooden Desk With Six Drawers 72" x 30" x 29"	Furniture	Office Furniture	\$350.00		2	0	6	0
<input type="checkbox"/>	<a href="#">200212-0</a>	Square Wooden Table 36" x 36" x 19"	Furniture	Lobby Furniture	\$125.00		0	0	2	3
<input type="checkbox"/>	<a href="#">200213-0</a>	GW Instek GOS-620 20 Mhz Oscilloscope	Engineering Equipment and Supplies	Testing Equipment	\$3,500.00		0	0	1	0
<input type="checkbox"/>	<a href="#">200214-0</a>	Champion Compressor Head Without Motor	Industrial & Workshop Equipment	Compressors	\$1,200.00		0	0	0	1
<input type="checkbox"/>	<a href="#">200215-0</a>	Da-Lite Model C Manual 8 Foot Projector Screen	Audio/Visual Equipment	TV/Screens/Displays	\$150.00		0	0	0	1

### Questions?

If you have any questions or need additional information, please contact us at (407) 823-1445 or email us at [surplusproperty@ucf.edu](mailto:surplusproperty@ucf.edu).



### References

Document Name	Online Location
Certified Surplus Property Removal, Evaluation, and Disposition Procedure	<a href="http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,and%20Disposition%20Procedure.pdf">http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,and%20Disposition%20Procedure.pdf</a>
Finance and Accounting Training Page	<a href="http://www.financials.ucf.edu/Training/Getting_Start.ed.cfm">http://www.financials.ucf.edu/Training/Getting_Start.ed.cfm</a>
Florida Statute 273.04 Property Acquisition	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.04.html">http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.04.html</a>
Florida Statute 273.05 Surplus Property	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.05.html">http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.05.html</a>
Florida Statute 273.055 Disposition of State-Owned Tangible Personal Property	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.055.html">http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0200-0299/0273/Sections/0273.055.html</a>
UCF Regulation 7.302 Surplus Property	<a href="http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf">http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf</a>
UCF Surplus Property Auction Site	<a href="http://www.govdeals.com/ucf">http://www.govdeals.com/ucf</a>