

# SURPLUS PROPERTY MANAGEMENT SYSTEM

## 1. To Authorize a Disposal Request for Approval only

- Log into **U-Business** using the username and password to log onto your computer
- For problems with your login to U-Business, contact the U-Business Administrator.



## 2. Select **Surplus Property** link

- Select your Dept you wish to enter the surplus request for and click continue
- For discrepancies with your associated department, contact Surplus Property system administrator, Tarita Nelms, at ext. 23097.

## 3. In the menu on the left, choose **Department**, then select option **Disposal Request**. The screen is automatically in Search mode. Should you realize you need to change the dept name you are approving, you will have to log out and log back in and select the correct dept name from the login screen.

- A list of disposal requests should appear on the screen with the status showing "Pending." Choose your department's disposal request. This will take you to the next screen; then click the "**Edit**" button located at the bottom of the screen.
- A popup window will be displayed, referring to computers, equipment and environmental hazards. Click the "**Okay**" button on pop-up window to indicate that you have read and will comply with related items

## 4. Next click the **Authorized** check box in bottom right-hand corner of screen

- Upon doing so, a pop-up box will appear asking if all regulations have been followed
- Once you click **Confirm**, the request is approved and is not editable

**\*REMEMBER TO CLICK THE SAVE BOX AT THE END OF THE FORM  
IN ORDER TO COMPLETE THE APPROVAL PROCESS.**