Surplus Equipment Move Training

Inventory Control 702-895-0859
Surplus Section 702-895-5384
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          property@unlv.edu
          Mark.Aviles@unlv.edu
          surplus@unlv.edu

April 2015
Introduction

• Introduction — Training - Surplus Equipment Move

Presenter(s) — Glenn Pugh
  (Inventory Control Supervisor)
Daniel Murry
  (Supply Technician II)
Mark Aviles
  (Surplus Section Supervisor)

Inventory Control Section is presenting this training. This training will allow you to use Move Management - Surplus Equipment Move, in the Archibus system.
Surplus Equipment Move

– Request a Surplus Equipment Move – This is required to surplus any equipment and assets to the Surplus Warehouse. Departments are responsible for coordinating transportation of equipment to the surplus warehouse.

– Edit a Surplus Equipment Move – Capable of making changes to a surplus move, prior to requesting the move. Once a move is requested, no change(s) will be allowed.

– Examine Surplus Moves - Capable of viewing all surplus moves created.
General Information

• Equipment information (asset number, description, price, etc - same information found in Datawarehouse) will be downloaded from Advantage into Archibus every night.

• Surplus Equipment Move Request will be processed manually through the Surplus Property Software Program.

• Each Division or Department will only have access to the equipment belonging to their department(s). They will be allowed to view the equipment and make surplus equipment moves.
Log-in to Web Central

Username is your ACE ID. Contact OIT if you do not have one.

Password is your ACE ID password.

Information about the Data in Web Central.

Information about Space Management Data

Space Management categorizes space based on the Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition published by the National Center for Education Statistics. When using this data, please note:

- Room use is based on the current primary use of the space and not necessarily the 'designed architectural use' of a space. (ex: space designed as a lab, but currently used as an office will be coded as an office).
- This database is "live" and constantly changing. For historical data, we take snapshots of the database every fall (Beginning Fall 2008). Please contact Jennifer McCarthy at Jennifer.mccarthy@unlv.edu for this information.
- Assignable/Nonassignable/Usable/Room area is based on the measurements between interiors of walls.
- Gross building square footage is based on the measurement between exterior walls and totaled for all floors.
- Station count is only used for classrooms, class labs, and open labs and is based on the number of people the room can accommodate. (ex: A lab may have 12 student stations, but can accommodate 2 students per station for a station count of 24).
- Employee Headcount
- In buildings and Rooms is based on the number of employees assigned to spaces. It does not include employees who are part of the department, but do not have a space they work out of. (ex: ushers, grounds crew, custodial staff).
Move Management

Move equipment to the surplus warehouse.
Surplus Equipment Move

1. **Request to Surplus Equipment Move** - request this move to dispose of any surplus equipment and/or assets.

2. **Edit My Surplus Equipment Move** – edit a surplus move.

3. **Examine My Surplus Move** - view all surplus moves created.
Request to Surplus Equipment

1. Enter Project Description.

2. Enter Building Code
3. Enter Approved By
4. Enter Requested End Date
5. Enter Surplus to Pickup

Hint: Surplus section may be able to pickup your items.

Hint: OIT to process all computers for data sanitization.
OIT Notification – To Surplus Computers

DELIVERY SERVICES

Home > Inventory Control > Inventory Forms

Surplus Equipment Move

Please use Archibus to request a Surplus Equipment Move: archibus.unlv.edu

Effective October 13, all electronics that will need hard drive sanitization per UNLV’s Data and Media Sanitization Policy (computers, servers, laptops, tablets, iPads) will now be processed through OIT.

To submit a request for surplus of qualified electronics, follow the link: https://oit.unlv.edu/software-and-computers/computer-surplus.

The process to surplus other office equipment has not changed. An archibus request is still required for items such as printers, scanners, office furniture, etc.

For more information, review UNLV’s Data and Media Sanitization policy at: http://www.unlv.edu/sites/default/files/24/Provost-Policy-Data-Media-Sanitization.pdf or contact the Surplus Warehouse at (702) 895-5384.

Click on link
1 - Surplus Equipment Move

1. Enter all required information.
2. Click Go to Next Step.
1a - Surplus PickUp - Email Notification

Hint: Allow 1 – 2 days for a response.
Pickup - Denied for SURPLUS-20150326-0002

Benjamin Lum,

Thank you for considering Surplus to pick-up your move. Unfortunately at this time, Surplus does not possess the capability to accommodate your request.

Surplus Property Section
Phone: (702) 895-5384
Email: surplus@unlv.edu
1c - Surplus PickUp – Acceptance Email

Surplus has approved your equipment move for pick-up. Please review the following attachments that contain a copy of your invoice and our fee schedule. If you agree to the estimated invoice cost of your move, reply with the following information:

1. Surplus Move Rates.
2. Surplus Pickup Estimate
3. Inter-Departmental Requisition (IDR)
# 1d - Surplus Pickup Fee Schedule

<table>
<thead>
<tr>
<th>STANDARD PICKUP CHARGES</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(No Bulky items, desks, cabinets, etc)</td>
<td>(Greater than 10 Items or Bulk Items)</td>
</tr>
<tr>
<td>1 - 10 Items</td>
<td>$35</td>
</tr>
<tr>
<td>Greater Than 10</td>
<td>$65 per hour / per pickup</td>
</tr>
<tr>
<td></td>
<td>(Minimum 1 Hour Charge)</td>
</tr>
</tbody>
</table>

**Capitol North American**

- Supervisor: $25/hr
- Laborer: $25/hr
- Laborer: $25/hr
- Truck: $22/hr
- Total: $97/hr

**NOTE** **ADDITIONAL CHARGES MAY BE ADDED FOR USE OF FLATBED DIESEL TRUCK OR PROPANE FORKLIFT**
# Pickup Estimate

**UNLV Surplus**  
**Thunder Warehouse**  
4505 South Maryland Pkwy  
Las Vegas, NV 89154

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**Prepared for:**

**NAME:** Benjamin Lum  
**DEPARTMENT:** Delivery Services

**EMAIL:** ben.lum@unlv.edu  
**PHONE #:** 702-895-1447  
**DATE:** 02-23-2015

## Description of Services:

<table>
<thead>
<tr>
<th>ITEMS REQUESTED FOR PICKUP:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1x IMPACT MACHINE W/ ACC. INSTRON</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS: 5</th>
<th>COST PER HOUR: 31.00</th>
</tr>
</thead>
</table>

## Service Cost:

**TOTAL:** 155.00
1f – Inter-Departmental Requisition (IDR)

UNIVERSITY OF NEVADA, LAS VEGAS
INTER-DEPARTMENTAL REQUISITION

To ______________Surplus Property_____________                                                                                                      Date ___12 Jan 15__
(Dept. from which services requested)

Account Charged ____________________________________________________________________________________________________________________________________________________
Account Credited ______________2221-228-1990-39-01________________________________________________________

Deliver to ______________John Smith _______  ____1001_________  ____CSB 201________  _______123-456-7890 _________
Person  Mail Route Code  Building and Room  Phone

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit*</th>
<th>Stock No.</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>UNLV Surplus Pickup Charge</td>
<td>$155.00</td>
</tr>
</tbody>
</table>

Total $155.00

INSTRUCTIONS - This form is to be used for all inter-department orders; for example, to order supplies or services from TeleMedia, Dining Commons or Motor Pool for vehicle requests. Submit original and 3 copies to vendor department, retain the last copy. When transaction has been completed a priced copy will be returned to the requisitioning department.
2 – Surplus Equipment Move

1. Save – saves the move.
2. Request – request a move.
3. Cancel – cancel a move

5. Non-Tagged Asset – non-barcoded items (tables, chairs, etc.)

6. ADD Move – add equipment or asset.
7. Edit Multiple - the items selected
8. Delete – the item selected
3 – Add Surplus Tagged Asset

Click Add Move
4 – Add Surplus Tagged Asset

1. Enter all required information.
2. Click **Save**.

**HINT:** Grant account is required for equipment purchased by a grant.

**HINT:** Click to see list of conditions.

**HINT:** Floor will be **EXT** for all **EXT** locations.
5 – Surplus Sales Fee Structure

<table>
<thead>
<tr>
<th>Effective Date: 06/11/12</th>
<th>% Return to Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$1000.00</td>
<td>0</td>
</tr>
<tr>
<td>$1,000.00 - $2,499.99</td>
<td>25%</td>
</tr>
<tr>
<td>$2,500.00 - $4,999.99</td>
<td>50%</td>
</tr>
<tr>
<td>$5,000.00 - $9,999.99</td>
<td>75%</td>
</tr>
<tr>
<td>$10,000.00 - $19,999.99</td>
<td>80%</td>
</tr>
<tr>
<td>$20,000.00+</td>
<td>NEGOTIATED</td>
</tr>
</tbody>
</table>

Note: This fee structure relates to the sales of individual items. The only exception, that can be granted, is where a single sale of 1 lot of equipment is generated by a department.
6 – Surplus Tagged Asset Condition Codes

HINT: List of Equipment Conditions Codes.
7 – Add Surplus Non-Tagged Asset

1. Click **Non-Tagged Assets tab**
2. Click **Add Move** – to add asset.

HINT: Click **Add Move** – to add additional Tagged asset(s).
1. Enter all required information.
2. Click Save.
9 – Add Surplus Non-Tagged Asset

1. Click **Save**, to make future changes.
2. Click **Request**, to submit the move.
3. Click **Cancel**, to cancel the move.

**HINT:** Click **Tagged Asset or Non-Tagged Asset tab** to switch between items.

**HINT:** Click **Add Move** – to add additional asset.
10 – Print Surplus Equipment Move

Click Report, to print the move.

HINT: Print the Surplus Equipment Move Report to accompany equipment to surplus warehouse.
10a – Print Surplus Equipment Move

Click Link, to print report
### 10b – Surplus Equipment Move Report

**Surplus Equipment Move Report**

*Page 1 of 1*  
March 9, 2015

<table>
<thead>
<tr>
<th>Project Name</th>
<th>SURPLUS-20150309-0001</th>
<th>Date Created</th>
<th>3/9/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>LAWRENCE, MICHAEL - 0000481111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division Code</td>
<td>FL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Code</td>
<td>FI001000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested Start Date</td>
<td>3/9/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:** Move Computer and chairs to the surplus warehouse.

**HINT:** Surplus Equipment Move Report to accompany equipment to surplus warehouse.

<table>
<thead>
<tr>
<th>Eq/Asset</th>
<th>Move Type</th>
<th>Desc</th>
<th>Cond</th>
<th>Qty</th>
<th>Federal Funds?</th>
<th>Fair Market Value</th>
<th>Federal Account Number</th>
<th>From Bldg.</th>
<th>From Room</th>
<th>To Bldg.</th>
<th>To Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.032919</td>
<td>Equipment</td>
<td>CART ELECTRIC T/D Fair RED</td>
<td>Yes</td>
<td>1</td>
<td>Yes</td>
<td>5,500.002362000TEST</td>
<td>CSB</td>
<td>EXT</td>
<td>TWH</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>2.082830</td>
<td>Equipment</td>
<td>DELL OPTIPLEX 9010 Fair</td>
<td>No</td>
<td>1</td>
<td>No</td>
<td>0.00</td>
<td>CSB</td>
<td>132C</td>
<td>TWH</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CHAIRS</td>
<td>Asset</td>
<td>Fair</td>
<td>No</td>
<td>5</td>
<td>No</td>
<td>0.00</td>
<td>CSB</td>
<td>201</td>
<td>TWH</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

The PI, in coordination with OSP, must have written disposal instructions from the appropriate federal agency prior to any disposal action. The disposal instructions will relieve the University of further accountability, request that equipment be returned to the agency, or request that it be sold and that the proceeds be returned to the original agency less $500 or ten percent of the proceeds, whichever is less, for selling and handling expenses.

Equipment that is excess to departmental operating needs, was purchased with federal funds and has a value of $5,000 or more has additional federal disposal requirements to follow. Departments must contact the Office of Sponsored Programs for assistance in complying with these federal requirements.

For further information, please contact Surplus Property at 895-5384 or surplus@unlv.edu.

**HINT:** Grant equipment $5000 or greater will need to notify OSP.

surplus@unlv.edu <surplus@unlv.edu>  
To: ben.lum@unlv.edu

The following item(s) were purchased with federal funds and are being declared as surplus.

Requestor: LUM, BENJAMIN - 000101998
Requestor Phone:

<table>
<thead>
<tr>
<th>Equipment Desc.</th>
<th>Cond.</th>
<th>Fair Market Value</th>
<th>Account #</th>
<th>Qty. From bi/trim</th>
<th>To bi/trim</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2082899  DELL OPTIPLEX 9010</td>
<td>Fair</td>
<td>0.00</td>
<td>1</td>
<td>CSUN1 2015</td>
<td>201</td>
<td>TWH011002015-03-09</td>
</tr>
<tr>
<td>CHAIRS</td>
<td>Fair</td>
<td>0.00</td>
<td>201</td>
<td>TWH011002015-03-09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2032919  CART ELECTRIC TO RED</td>
<td>Fair</td>
<td>5500.00</td>
<td>23062000TEST1</td>
<td>CSB EXTEXT</td>
<td>TWH011002015-03-09</td>
<td></td>
</tr>
</tbody>
</table>

HINT: Grant equipment $5000 or greater will need to notify OSP

The PI, in coordination with OSP, must have written disposal instructions from the appropriate federal agency prior to any disposal action. The disposal instructions will relieve the University of further accountability, request that equipment be returned to the agency, or request that it be sold and that the proceeds be returned to the original agency less $500 or ten percent of the proceeds, whichever is less, for selling and handling expenses.

Equipment that is excess to departmental operating needs, was purchased with federal funds and has a value of $5,000 or more has additional federal disposal requirements to follow. Departments must contact the Office of Sponsored Programs for assistance in complying with these federal requirements.

For further information, please contact Surplus Property at 895-5384 or surplus@unlv.edu.
Edit Surplus Equipment Move
(Request has been saved)
1- Edit Surplus Equipment Move

HINT: Click Add Move – to add additional equipment or asset.

Check box for the applicable item, then click Edit.
2- Edit Surplus Equipment Move

1. Make applicable changes, click Save, then Close.

HINT: Close – will close screen without saving any information
3- Request Surplus Equipment Move

1. Click **Save**, to make future changes.
2. Click **Request**, to submit the move.
3. Click **Cancel**, to cancel the move.

**HINT:** Verify change(s) were completed.
Examine Surplus Equipment Move

Click applicable field for surplus move to examine.

HINT: Search is available through the filter fields.
1. View information or click **Report** to export surplus move to Word.
2 – Surplus Equipment Move

1. Click **Link** to print surplus move.
### Surplus Equipment Move

**Project Name:** SURPLUS-2013-0054  
**Department Contact:** LUM, BENJAMIN - 000101998  
**Division Code:** FI  
**Department Code:** F0009000  
**Requested Start Date:** 1/18/2013  
**Requested End Date:** 1/18/2013  
**Project Manager:** Test 1/18  
**Project Description:**  
**Comments:**

<table>
<thead>
<tr>
<th>Eq/Asset Type</th>
<th>Move Type</th>
<th>Desc</th>
<th>Cond</th>
<th>Qty</th>
<th>Federal Funds?</th>
<th>Fair Market Value</th>
<th>Federal Account Number</th>
<th>From Bidg.</th>
<th>From Room</th>
<th>To Bidg.</th>
<th>To Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.074619</td>
<td>Equipment</td>
<td>HAND HELD SCANNER</td>
<td>Fair</td>
<td>1</td>
<td>Yes</td>
<td>9,000.0023501231234</td>
<td>CSB 201P</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESKS</td>
<td>Asset</td>
<td>Salvage</td>
<td>3</td>
<td>No</td>
<td>0.00</td>
<td>HWB 104</td>
<td>TWH 100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

1. Surplus Equipment Move Report to accompany equipment surplus warehouse.
To check all Surplus Equipment moves for the division.
Examine all Surplus Equipment moves requested by division.
Summary

• **Surplus Equipment Move:**
  – Request a Surplus Equipment Move.
  – Edit a Surplus Equipment Move.
  – Examine a Surplus Equipment Move.
  – Examine Surplus Equipment Moves (Division Role)

• **General Information:**
  
  – Equipment information is imported from Advantage to Archibus nightly and Bldg/Room locations information is exported from Archibus to Advantage in the evening.