SURPLUS PROCESS

To Surplus unwanted materials and equipment, submit an online surplus request. The request form can be found at: [www.uwsurplus.com](http://www.uwsurplus.com)

*Information you will need to know before you start:*

1. Do the items need to be picked up or will your shop be delivering?
2. Budget number
3. Your supervisor’s UW NetID

**INSTRUCTIONS FOR COMPLETING THE SURPLUS REQUEST**

**IF YOU ARE DELIVERING THE ITEMS – NO SURPLUS PICK-UP NEEDED**

<table>
<thead>
<tr>
<th>Filling out the Form</th>
<th>1. From the Surplus home page, click on “Delivery to Surplus”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Click on “surplus online request form”</td>
</tr>
<tr>
<td></td>
<td>3. Enter your UW NetID and password</td>
</tr>
<tr>
<td></td>
<td>4. Click in the box next to “Yes” following the statement “I have departmental authorization to surplus the items listed below. Enter your supervisor’s UW NetID”</td>
</tr>
<tr>
<td></td>
<td>5. Complete the form, entering your department name, phone number, budget number, location of the items.</td>
</tr>
</tbody>
</table>

**Method of Delivery to Surplus**

6. Under “Method of Delivery”, click the button next to “We will deliver the material to the Surplus warehouse.”
7. Enter the description of the items to be surplus and the quantity, i.e.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilti power drill</td>
<td>3</td>
</tr>
<tr>
<td>Box of misc. fasteners</td>
<td>10</td>
</tr>
<tr>
<td>Misc. pieces of lumber</td>
<td>8</td>
</tr>
</tbody>
</table>
8. After all item descriptions have been entered, click “Submit.”
9. Immediately after submittal, you will receive a confirmation email. If you do not receive a confirmation email, the request was not received.
10. You will receive a second email from UW Surplus notifying you that your request has been processed.
11. After receiving this email, you can deliver your materials to UW Surplus between the hours of 8:00am – 12:30pm, Monday-Friday.
INSTRUCTIONS FOR COMPLETING THE SURPLUS REQUEST
IF YOU NEED THE SURPLUS ITEMS PICKED UP

Method of Delivery to Surplus
1. From the Surplus home page, click on “Surplus Pickup”
2. Click on “surplus online request form”
3. Enter your UW NetID and password
4. Click in the box next to “Yes” following the statement “I have departmental authorization to surplus the items listed below. Enter your supervisor’s UW Netid
5. Complete the form, entering your department name, phone number, budget number, location of the items.
6. Enter the description of the items to be surplused and the quantity, i.e.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilti power drill</td>
<td>3</td>
</tr>
<tr>
<td>Box of misc. fasteners</td>
<td>10</td>
</tr>
<tr>
<td>Misc. pieces of lumber</td>
<td>8</td>
</tr>
</tbody>
</table>
7. After all item descriptions have been entered, click “Submit.”
8. Immediately after submittal, you will receive a confirmation email. If you do not receive a confirmation email, the request was not received.
9. You will receive a second email from UW Surplus notifying you that your request has been processed and has been submitted to UW Moving for scheduling.
10. When your pickup has been scheduled, you will receive a confirmation email from UW Moving notifying you of the date and time when your materials will be picked up.

If you have any questions regarding the surplusing process, please contact UW Surplus via email at surplus@uw.edu or phone at 685-1573.
INSTRUCTIONS FOR COMPLETING THE SURPLUS REQUEST – IF YOU NEED THE ITEMS PICKED UP AND YOU WANT ASSISTANCE TO FILL OUT THE PAPERWORK

1. From the Surplus home page, click on “Surplus Pickup”
2. Click on “surplus online request form”
3. Enter your UW NetID and password
4. Click in the box next to “Yes” following the statement “I have departmental authorization to surplus the items listed below. Enter your supervisor’s UW Netid
5. Complete the form, entering your department name, phone number, budget number, location of the items.
6. Enter the following in the description of the items to be surplused and the quantity:
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>List to follow</td>
<td>1</td>
</tr>
</tbody>
</table>
7. In the comments box, enter the following: “Request personnel to fill out the paperwork and tag items.”
8. After the comment has been entered, click “Submit.”
9. Immediately after submittal, you will receive a confirmation email. If you do not receive a confirmation email, the request was not received.
10. You will be contacted by Surplus to schedule staff to come to your shop to inventory your surplus materials and complete the surplus paperwork process.
11. After the paperwork has been completed, you will be contacted by Moving to schedule pickup of your materials.

If you have any questions regarding the surplusing process, please contact UW Surplus via email at surplus@uw.edu or phone at 685-1573.
INSTRUCTIONS FOR REQUESTING UW MOVING
TO RELOCATE MATERIALS
TO ANOTHER SHOP

To request UW Moving relocate materials to another shop, submit an online move request. The request form can be found at:  www.uwmovers.com

Information you will need to know before you start:

- Budget number to be charged for the move
- Contact name and phone number at origin and at destination

1. From the Moving home page, click on “Online Move Request”
2. Click on “online request form”
3. Enter your UW NetID and password
4. Complete the form entering the information requested.
5. After all the information has been entered, click “Submit”
6. Immediately after submittal, you will receive a confirmation email. If you do not receive a confirmation email, the request was not received.
7. When your move has been scheduled, you will receive a confirmation email from UW Moving notifying you of the date and time when your materials will be moved.

If you have any questions regarding moving, please contact UW Moving via email at moving@uw.edu or phone at 685-2797.