[Reserving Surplus Requests in myAssets]

Use this instruction guide to learn how to reserve surplus equipment using myAssets. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF’s new online property management system, myAssets, at https://myassets.fa.ufl.edu

Before you buy, consider surplus equipment. There are two ways to reserve surplus equipment: equipment deemed non-usable by a department, but not yet transferred to the Surplus Warehouse, or equipment located in the Surplus Warehouse.

- Log on to https://myassets.fa.ufl.edu using your Gator Link username and password

**Reserving Equipment Deemed Unusable by Another Department Still at the Department**

- In the Dept Asset Administration menu, in the Surplus Equipment section, click the Review Department Equipment Available for Transfer link
  - Click the Description or Decal column header to sort for the type of assets for which you are looking
  - If you wish to transfer an item to your department, click the Contact name in blue

  An e-mail message to that person will open in Outlook
  - Contact them and ask that they initiate a transfer
  - Include in your request information on a particular asset(s) with your Dept ID and Program Code
  - If they initiate a transfer, the system will automatically remove the item from the surplus pick-up request

**Reserving Equipment in the Surplus Warehouse**

- To view items currently in the Warehouse,
  - In the Surplus Equipment Warehouse section, click the Reserve Items in Warehouse link
  - You may sort by description or decal to locate the item(s) needed
  - Use the Camera icon or the Tech Info icon to obtain more information on the item

To reserve equipment, click on the checkbox next to the item you wish to reserve and click on the "Reserve Items" link at the bottom of the screen. Items will only be held for three days before being released.

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[Reserving Surplus Requests in myAssets]
To reserve an item(s),
  o Click the Reserve Items link next to the item(s) you wish to reserve
  o myAssets will send you and the Surplus Warehouse a notification that the item(s) have been reserved
  o The Warehouse will hold the item for three working days
  o The Warehouse is open only on Monday and Wednesdays from 10 am to 2 pm
  o View items at the warehouse at http://fa.ufl.edu/am/surplus if you do not have access to myAssets
  o Departments should test equipment before transferring from the warehouse

Note:

All transfers must be approved by the Department Custodian. If there are any pending approvals for your department, you will not be able to pick up surplus equipment until approvals have been received.

If a department has not finished their Annual Inventory by the deadline date, they will not be allowed to reserve or pick up surplus equipment until this task has been completed.

  o For further assistance contact the Surplus Warehouse at (352) 392-0370.