Important Note: Disposal requests cannot be submitted until Surplus Property office has approved your department’s registration. Departmental administrators are required to attend PETS training before their registration is approved. This training is done through Cornerstone and listed as Fixed Assets Class.

Please make sure to be using Internet Explorer as other browsers will cause errors.

2. Click **Pets-Surplus Processing** link
3. Click Departments link

4. Click Surplus Pickup Request link
5. Click **Add/Edit** tab

6. Click **New** button to create surplus pickup request
New Surplus Pickup Request

Reminders:

All surplus items are to be entered as separate line-items on all disposal requests. Please do not enter multiple quantities of the same item with one entry. Please do not use "Group" or "Group Of" when entering line-items. If you have multiple items with the same description, please use the clone option on the disposal request screen and enter each item individually. Entering all items on the disposal request assists the surplus property department with tagging all surplus inventory items.

Please remember to authorize your disposal request if you have the authority. If not, please pick the appropriate individual to complete the approval process.

If you have any other questions, please notify the Surplus Property Department at 328-9941.

Thank you for your cooperation.

Please Note: Do NOT enter multiple quantities of the same item with one entry.
7. Select yourself or other department user for **Contact Person**
8. Select the **Building** and enter the **Room #** for the location of the surplus pickup request

9. Clicking in the **Item** field opens the **Inventory Categories** pop-up window
10. Enter the item keyword. For this example we will use computer. Please choose closest category matching your item description.
11. Click on the appropriate category and then click on the Select button or double click on the appropriate category to make the selection.

12. Enter the following information: Description, Condition, Qty (only a quantity of 1 for each line item), and Asset # (ECU Fixed Asset Tag #), Serial #, and Model # if applicable. Note: Asset #, Serial #, and Model # are required for computers and other tagged Fixed Assets items. If it isn’t a Fixed Asset leave that field blank.

13. Click Save Line Item button.
14. To quickly add another similar item, click **Clone Last Item** button. If totally different item, proceed to step 16.

15. Update the information that may be different for cloned item and click **Save Line Item**.
16. For the 3rd and final item in this example, we will click in items field and enter **laptop** in Search Keywords

17. Select **Computer, Laptop** and click on **Select** button
18. As before enter the following information: **Description, Condition, & Qty** (only a quantity of 1 for each line item)

19. Select the **Authorized By** approver for your department. If you are the user this will send an email to the Administrator you selected so they may go in and approve the request. **Note:** If you are an Approver (Administrator) for your department’s disposal requests in **PETS**, you need to select yourself and then click the box for **Authorized** to complete the approval for this disposal request.

20. Click **Save** button once all items have been entered for surplus pickup request. This completes the steps for entering a surplus pickup request pending departmental approval.

21. Print the Disposal Request for your records.

Surplus personnel prints the PETS request twice daily. Your DR (Disposal Request) along with PETS labels will go out to the contact who put in the request via interoffice mail. If you want to pick up your labels please call 328-9941. Once you receive PETS labels, apply them to items that are needed to be picked up and put in work order request to Moving Services. Moving Services will bring a copy of your request. Any items you have on the disposal request that will not be picked up by Moving Services, attach the PETS label to the back of Disposal Request sheet and mark a zero with your initials beside it.