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.

1. Log into OneStop.

2. Click PETS link.
3. Select appropriate department for surplus disposal request.
4. Click Departments link.

5. Click Surplus Pickup Request link.
6. Click Add|Edit tab.

7. Click New button to create surplus pickup request.
8. Select yourself or other department user for **Contact Person**.
9. Select your **Building** and enter your **Room #** for the location of the surplus pickup request.
10. Clicking in the Item field opens the Inventory Categories pop-up window.
11. Enter the item keyword. For this example we will use chair. Please choose closest category matching your item description. **Note:** Computers (CPUs), servers, and laptops must be submitted on a separate surplus disposal request, not combined with any other items (printers, furniture, etc.).
12. Highlight the appropriate category and click on the Select button.
13. Enter the following information: **Description**, **Condition**, **Qty**, and **Asset #** (same as ECU Tag #), **Serial #**, and **Model #** if applicable. **Note:** **Asset #**, **Serial #**, and **Model #** are required for computers and other tagged Fixed Assets items. In addition, Description, Serial #s, and Model #s will automatically populate for current Fixed Asset tag #s.

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

16. Update the information that may be different for cloned item and click **Save Line Item**.
17. For the 3rd and final item, we will click in items field and enter desk in Search Keywords.
18. Select Desk and click on Select button.
19. Enter the following information: **Description, Condition, & Qty.**

20. Select **Authorized By** approver for your department. **Note:** If you are an Approver for your department’s disposal requests in **PETS**, you can also click on **Authorized** to complete the approval for this disposal request.

21. 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.