How to Create a Request

Navigate to https://azsurplus.quickbase.com/db/bp5225i9k?a=nwr

Submitter Details

> Fill-in the required fields; First Name, Last Name, Email and Phone



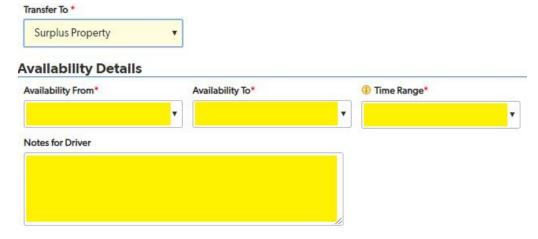
Agency Details

- ➤ Search and Select the Agency Name
 - Click the box under Agency Name, start typing the name of the agency
 - Options will automatically populate based on the text typed into the box
- ➤ If applicable enter an Agency Authority Number
- > Search and Select the Division, if applicable
 - o Click the box under Division Name, start typing the name of the division
 - Options will automatically populate based on the text typed into the box
- ➤ Select the Donee Number
- > Select the Address



Transfer To

- ➤ Select where the item(s) are being transferred to
 - 1. Surplus Property
 - a. Schedule Details
 - i. Select Availability From
 - ii. Select Availability To
 - iii. Select Time Range
 - iv. Add any Notes for the Driver if necessary



- 2. Other Agency
 - a. Select the Receiving Agency

- b. Select the Receiving Division
- c. The Receiving Agency Address will generate automatically



- 3. Cannibalize, On-Site Destruct, Vendor, and Lost-Stolen-Missing
 - a. Do NOT require Schedule Details or Notes
- 4. On-Site Sale
 - a. Include in the On-Site Sale Notes:
 - i. Location of the property
 - ii. Additional contact information



Line Items

- > Complete the required fields; Item Category, Item Sub Category, Description, and Quantity
- ➤ Complete the non required fields for the property to the best of your ability; Asset Number, Serial/Vin Number, Original Cost, Fund Number, Funding Source
 - o If you do not know the information the Inventory Controller will be able to update
- ➤ Complete the Line Items
 - **Note that Line Item Attachment(s) or Data Destruction sheet(s) can not be added until you click Save

Save to Add Documents



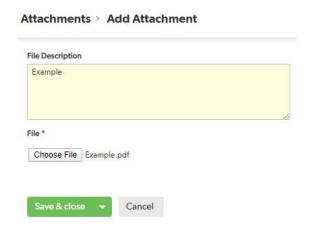
- **If you need to edit after saving, click Edit in the upper righthand corner
- **If you do not need to add Attachments or Proof of Data Destruction, skip to the Submit Section
- **Any property that is being transferred to another agency, cannibalized, on-site destruct, vendor, lost-stolen-missing, or on-site sale will require an attachment for each line item. The item(s) will be highlighted in yellow. You can not continue until the attachment is uploaded.

To Add Attachments

➤ Click Add Attachment



- > Add a File Description if necessary
- ➤ Click Choose File
 - o Select the appropriate file and upload
- > Save and Close



- > After adding the attachment the line item(s) will no longer be highlighted in yellow
- **Any category or subcategory item with a harddrive will require proof of data destruction and will be highlighted in red. You can not continue until the proof of data destruction is uploaded.

Add Proof of Data Destruction

➤ Click Add Proof of Data Destruction



- ➤ Add a File Description if necessary
- ➤ Click Choose File
 - Select the appropriate file and upload
- ➤ Save and Close



> After adding the data destruction sheet the line items will no longer be highlighted in red

Submit

- > After completing the steps above, you can review and submit the Surplus Property Request
- ➤ You will receive an email of success
- > If your property needs to be scheduled you will receive another email once it has been scheduled