



SCHOOL OF MEDICINE

INDIANA UNIVERSITY

Krannert Institute of Cardiology – Business Administration

Standard Operating Procedure

Title: Request for Surplus Pickup/Drop-Off Procedures

Purpose: This SOP describes the appropriate process for requesting a surplus pickup/drop-off. As well as identify what can and cannot be sent to surplus.

Applicable to: Krannert Staff

*** Do NOT send DATA DEVICES to SURPLUS without following UISO & Surplus Data Procedures ***

Krannert Specific Procedure for Requesting a Surplus Pickup:

1. Identify items that are no longer needed within the division.
2. Meet with the Division Academic Administrator to review the surplus items for approval.
3. Obtain the account number for billing purposes from the Assistant Business Manager.
4. Complete and submit the online Surplus Pickup Request Form.
5. A representative from Surplus will contact you to schedule the pickup once form is approved.
6. Prepare the items for pickup. Ensure all surplus items have content removed. Place a sign on the items identifying them as a surplus pickup item and no longer available for use.

Krannert Specific Procedure for Day of Surplus Pickup:

1. Meet the surplus representative upon arrival.
2. Escort the surplus representative to the items that are scheduled for pickup.
3. Ensure the items for pickup are empty prior to the surplus representative removing it from the office.

Basic Surplus Pickup/Drop-Off Information

All IUPUI assets must come to Surplus. If an item is unwanted, old, or even broken, please send it to Surplus. On behalf of the university the Surplus department will make the final decision of what to do with the item(s).

There are strict policies in place that explicitly prohibit the destruction and/or removal of university property. Throwing away/discarding/destroying/giving away a university asset is a form of destruction of property and you could be held liable.

Surplus Pickup Criteria

Surplus offers 'free' pickup service on Wednesday of every week. The goal of this service is to facilitate as many pickups as possible within the timeframe and space available. These pickups must be arranged

and confirmed with Surplus to ensure accuracy and regulation. The following criteria must be met for item 'pickups':

1. Must fit in a 6' x 6' section
2. 2 movers able to easily lift/manage without the use of specialized equipment
3. Items are consolidated/organized for easy pickup/removal
4. Only items listed on Surplus Pickup Request Form are picked up - NOTHING may be added without contacting Surplus for approval

If request does not meet the above criteria, departments have the option to contract vendors to perform the move at the departments' expense. There are university contracts in place with various moving companies, so please contact the Purchasing Department as applicable to make sure protocol is followed.

Do NOT send Hard Disks, Data Drives/types, anything with data on it, that needs shredded to Surplus unless you read about and complete the Hard Disk Shredding form.

Request Surplus Pickup Service

To setup the free pickup, the following request form needs to be completed: [Surplus Pickup Request Form](#)

***Only items listed on form will be picked up. If it is not listed, then the movers are directed NOT to pick the item(s) up. ***

Completing the Online Surplus Pickup Request Form

1. Log in using your IU username and password
2. Click on the Actions icon found on the right side of the screen
3. Select New Requisition
4. Complete the open fields:
 - a. Requisition Overview -
 - i. Department (Org) Code: IN – CARD
 - ii. Department Name: Medicine, Division of Cardiology
 - iii. Contact Phone: Insert your telephone number
 - iv. Account Number: Insert the account number provided to you by Assistant Business Manager
 - v. Sub Account: Insert the sub account as provided to you by the Assistant Business Manager
 - b. Transportation/Delivery –

Indicate your preference: surplus pickup or arrange a drop-off

 - i. If you select surplus pickup complete the campus pickup location fields:

Campus building: IUH Methodist Hospital, Noyes Building, Room (Insert your room number)

Street address: 1800 North Capitol Avenue

City: Prepopulated

State: Prepopulated

Zip code: Prepopulated
 - c. Items –

Select the 'Add item' box and complete the form

 - ii. Capital asset: Indicate if the item qualifies as a capital asset. See resources for link. Reminder: Ensured capital assets are marked as 'transferred to Surplus' in KFS.
 - iii. This item is: An individual or identifiable item or A group of identical items (Select the appropriate category)

- iv. Item: List description of item (i.e. bookshelf or filing cabinet)
- v. Quantity: If an individual or identifiable item is selected this field is auto populated. If a group of identical items is selected you will need to indicate the number of items.
- vi. Manufacturer: List manufacturer information found on the item. If unavailable, indicate unknown.
- vii. Model: List model information found on the item. If unavailable, indicate unknown.
- viii. IU capital asset tag number: List the information from the tag found on the item. Leave the field blank if not applicable.
- ix. Serial number: List serial number found on the item. If unavailable, indicate unknown. Leave blank if not applicable.
- x. Please provide a general description of the item(s): Provide a description of the item.
- xi. Please also briefly describe the item's appearance: Provide a description of the item's appearance.

You may add as many items as needed by selecting the 'Add item' box. Once the form is complete, select submit found at the bottom of the page. If the required information is entered correctly the form will be accepted and transmitted to purchasing for approval.

When this form is received, Surplus will review the request:

1. If the request is acceptable, it will be scheduled and the contact on the form will be notified of the pickup date.
2. If the request is unacceptable (i.e. too many items, extremely large, heavy, or time consuming) then the contact will be notified of the denied request.
 - a. If the request is denied, it will be the department's responsibility to make arrangements to have the items moved to Surplus.
 - i. To do this a Surplus Pickup Request form will need to be filled out prior to pickup
 - ii. A requisition will need to be entered in the KFS system to the contractor (i.e. Stuarts Movers) to pay for the move. Stuarts Movers is used for our surplus moves.
 - iii. Once the PO is generated, the contractor will need to be contacted to arrange the pickup and the delivery of the items.
3. A few rules to the free Wednesday pickup service are:
 - a. Freon/refrigerant must be removed prior to the pickup of a refrigerator/freezer. This is in place to protect the safety of our faculty and staff.
 - b. Hard Drives that are outside of the computer cannot be transported to us via a 3rd party vendor. They must be delivered or picked up by our staff. Please see the [Hard Disk Shredding](#) details.
4. If a pickup is deemed too demanding by Surplus management (i.e. too large, too many heavy items, too time consuming) it can be denied.

Resources

Scheduling Surplus Pickup/Drop-Off Procedures: <http://www.surplus.iupui.edu/scheduling.asp>

UIISO Policy: <http://protect.iu.edu/cybersecurity/data/secure-removal>

Surplus Policy: <http://surplus.iupui.edu/shredding.asp>

Capital Assets: <http://policies.iu.edu/policies/categories/financial/accounting-administration/FIN-ACC-I-270-ownership-of-university-capital-assets.shtml>