How to surplus

The "DAS – Disposing of Surplus Property" training in Workday is required training prior to gaining your Reuse Login credentials and sending property to the Surplus Property Program. This training can be found by clicking here or by searching for 'surplus' in the Learning section of Workday.

This tutorial will take the user through the steps of turning property into the Surplus Property program. By adhering to these guidelines, the user will make the process of property turn-in easier and more efficient, while maximizing the resale value. Also, the user will submit property turn-ins through the online inventory system called "Reuse". There is a link at the end of this tutorial that redirects the user to the Reuse tutorial to continue the process of turning property in.

Terms used in this tutorial:

- PDR - Property Disposition Request. The master turn-in document
- Inventory Number - A number assigned to an individual item or group of items, and references the PDR and vice versa.
- Lot – A group of items assembled under one Inventory Number, as opposed to a single item.

To start, identify what it is you want to turn in, and try to keep them segregated from fellow employees. This will cut down on the rate of pilferage of items that have been submitted for turn-in, and requiring you to update your Property Disposition Request.

Second, determine that nobody in your organization wants or need items. Send out emails stating your intentions, and ensure that there isn't a need for the items you're wanting to turn in. There are several ways to group, or "Lot" items together if needed. These processes will make it easier on the user, as well as Surplus Property staff. The best way to do this is to use common sense when submitting items. Imagine low valued items (chairs, file cabinets, etc.) stacked on a pallet. The overall value is low, but will garner the best results by grouping items together rather than submitting them individually.

Example #1: An agency has 8 secretarial chairs, 3 desks and 9 file cabinets to turn in. All items can be placed on a single Property Disposition Request (PDR), but to group all of these items together under a single inventory number is not an efficient way to turn in property. Rather, the most common sense method would be to group all 8 chairs together, group the file cabinets into lots of three, and submit the desks individually.
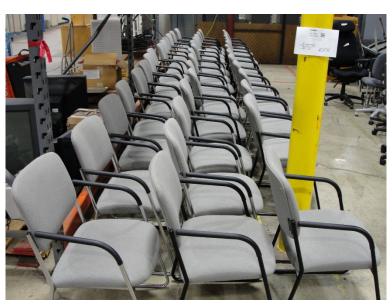
Example #2: The agency has a multitude of office supplies, consisting of binders, copier toner, reams of paper, and so on. The best method for these types of items is to group all of it together into one large lot. To submit all of these items up individually would be cumbersome, as the total value of all of these items is fairly low.

Example #3: An agency has three engines, 10 used air conditioners and 5 new air conditioners they would like to turn in. The most efficient way to do this is to submit the engines and the new air conditioners individually, and group the used air conditioners into a single lot.

Example #4: An agency has 50 older stacking chairs they need to turn in. The most efficient method for this would be to group them together, as the value for a lot of stacking chairs is fairly low.

By grouping (lotting) items together, the user can maximize the amount of return for those items, while saving time and effort submitting the property. Please note that the typical size of a lot is no larger than 48" X 40" X 60" high. If items submitted exceed these dimensions, the item may be best written up individually. Surplus Property reserves the right to change the way items are written, in order to maximize returns.

A group (lot) of chairs, written as "One Lot". Surplus staff decided to re-write this group as individual chairs, due to the demand for individual chairs.

These pickup beds were submitted individually, due to the value of each item. Note that the make and model of each bed has been marked on each item by the turn in agency, to assist Surplus staff in marketing the item.

One group (lot) of fire extinguishers.
This was more efficient than writing these up individually.

*A set of tires, grouped together to make a complete set,
rather than 4 individual tires*

Cabinets, written up individually

A group of nine chairs, written as "One Lot". These could be written as individual chairs as well.

A pallet of miscellaneous office supplies, written as one lot.

Three portable air conditioners, written up as one lot of three

Please avoid making lots too large

Next, go to the Surplus online inventory software (Reuse) tutorial to learn how to submit property.