SURPLUS PROPERTY MANAGEMENT SYSTEM
To Authorize a Disposal Request for Approval Only

1. Log into U-Business
   - using the username and password to log onto your computer
   - For problems with your login to U-Business, contact the U-Business Administrator.

2. Select Surplus Property link
   - Select your department for which you wish to enter the surplus request, and click Continue.
   - For discrepancies with your associated department, contact Surplus Property system administrator at ext. 23097.

3. In the menu on the left, choose Department, then select option for Disposal Request. The screen is automatically in Search mode. Should you realize your need to change the department name you are approving, you will have to log out and log back in and select the correct department name from the login screen.
   - A list of disposal requests should appear on the screen with the status showing “Pending”. Choose your department’s disposal request. This will take you to the next screen; then click the “Edit” button located at the bottom of the screen.
   - A popup window will be displayed, referring to computers, equipment and environmental hazards. Click the “Okay” button on the pop-up window to indicate that you have read and will comply with related items.

4. Next click the Authorized check box in bottom right-corner of screen.
   - Upon doing so, a pop-up box will appear asking if all regulations have been followed.
   - Once you click Confirm, the request is approved and is not editable.

*REMEMBER TO CLICK THE SAVE BOX AT THE END OF THE FORM IN ORDER TO COMPLETE THE APPROVAL PROCESS.*