

Expedite EDF for Surplus Items

Beginning March 1st, departments will have the ability in the Surplus Property System (SPS) to communicate when surplus items must be removed to avoid regulatory violations. There will be a box on the Disposal Request screen that can be checked. The box is located in the header of the form and reads as follows: Item(s) present a hazard that requires immediate removal to avoid regulatory violations.

In order to give priority to such items, departments are asked to check this box and list on the EDF only those items for which the statement is true. Surplus that does not require expediting should not have this box checked or should be listed on a different form.

The UAB Movers will contact the departments to schedule pick-up if they are selected as the Pickup Type. If the Pickup Type is Self-Delivery or Non-UAB Mover, the department should notify the Surplus Warehouse in advance of delivery.

Questions regarding this process should be directed to Leslie Upshaw in Equipment Accounting, 934-5144.

Disposal Type	Turn into Surplus ▼	EDF #		EDF Date			Status	
Pickup Type	UAB Movers ▼	<input checked="" type="checkbox"/> Item(s) present a hazard that requires immediate removal to avoid regulatory violations.						