

Approving a new EACR request

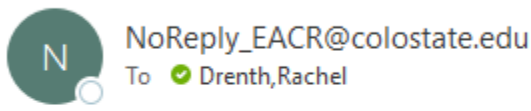
Purpose: a guide to approving pending EACR requests for department designated approvers. This is part 2 of the EACR guides, following Creating and Submitting and EACR request, and as such, will begin after an EACR has been created and submitted by a campus user, and validated by Property Management. Refer to the Home page for best practices and routing descriptions.

Approvals

The approvals tab will only show for those that have been designated within their department.

All EACR approvers have been opted into the email notification that an EACR is awaiting your action:

New EACR needs Your Approval



New EACR needs Your Approval.

[Please click this link to "approve", "edit and approve" or "deny" the EACR request. Lot number: 251411](#)

Pending Approvals

The approval screen will default you to any Pending Approval requests. Verify the department and pickup details are correct. You can adjust the direct drop, additional details, and reallocation account fields by clicking Dept Details.

(*if you received the email and nothing is on this screen, check Completed Approvals)

EACR

Equipment Accountability Change Request
Current User: rdrenth

Home
EACR Entry
EACR Edit/View/Submit
Logout
Dept. Approvers
Approvals
Archived EACRs

Surplus Property is completing pickups for approved EACR's approximately 2 weeks out from the approval date.

Below are the EACR requests submitted by your Department but not yet Approved.
 Please click Dept Details to change or update the Reallocation or Charge Back Accounts.
 Please click View Lines to review/edit line items, and approve or deny request.
 EACRs pending approval for more than 30 days will be System Denied

Routing Process:
 Created- In User's Que, but not yet Submitted.
 Submitted- To Property Management, but not yet Validated.
 PM Validated- Validated by Property Management, but not yet approved by Dept.
 Pending PU- Approved by Dept. and Queued for Pick Up by Surplus Property.
 Denied- Disapproved by Dept.
 System Denied- EACRs denied by system automatically for being more than 30 days unapproved.
 Incomplete PU- Pick up attempt made, one or more items not picked up, contact Surplus for more details if necessary.
 Completed- Pick Up was successful, Process completed for this EACR.

Approvals

Pending Approvals | Completed Approvals

Chart	Lot #	Details	Direct Drop	Building	Dept	Department Name	Reallocation Account	Created Date	Created By	Requested Date	FY	Hz/Mats	Disposal Type	Additional Detail	Contact Name	Contact Phone	Pick-Up Ready
Dept. Details	CSU	251411	View Lines	No	0926	P302	P302 - Pueblo	08/19/2024	Drenth, Rachel		25	Clear	Surplus	test	test	9704911045	NA

Approvals cont...

Completed Approvals

All requests that have had action taken by the department will show in the Completed Approvals screen. These can be sorted by fiscal year and or exported into excel by selecting a date range. Each request will show you what stage it is in the routing; look to the far right for the status.

EACR
Equipment Accountability Change Request
Current User: rdrenth

Home EACR Entry EACR Edit/View/Submit Logout Dept. Approvers Approvals Archived EACRs

Surplus Property is completing pickups for approved EACR's approximately 2 weeks out from the approval date.

Export to Excel Start Date: End Date: (Data Exported by Date EACR was Approved.)

Below are Non-Editable EACRs which have already been Approved, from the Dept(s) that list you as an Approver. They are View-Only.

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Approvals
Pending Approvals | Completed Approvals

Please select the Fiscal Year for the EACRs you wish to view: 2024

Chart	Lot #	Details	Direct Drop	Building	Dept	Department Name	Reallocation Account	Created Date	Created By	Requested Date	FY	HazMats	Disposal Type	Additional Detail	Contact Name	Contact Phone	Pick-Up Ready	Approved By	Approved Date	Status
CSU	242550	View Lines	No	test	P302	P302 - Pueblo		02/28/2024	Drenth, Rachel		24	Clear	Surplus		test 2 email notifications	9704911045	NA	Drenth, Rachel	02/28/2024	Denied
CSU	242549	View Lines	No	test	P302	P302 - Pueblo		02/28/2024	Drenth, Rachel		24	Clear	Surplus		test 1 notification email to whom	9704911045	NA	Drenth, Rachel	02/28/2024	Completed
CSU	242548	View Lines	No	test	P302	P302 - Pueblo		02/28/2024	Drenth, Rachel		24	Clear	Surplus		test 3 for system deny	9704911045	NA	Auto Deny	04/01/2024	System Denied

Department Approvers will receive a reminder email every Monday if there are pending approvals.

Note: any request pending department approval for more than 30 days will be system denied.

From: noreply@colostate.edu <noreply@colostate.edu>
Sent: Monday, March 4, 2024 7:00 AM
To: Drenth,Rachel <Rachel.Drenth@colostate.edu>
Subject: Please check for EACR(s) that need Approval

Please take time to log into the [EACR](#) application and review EACR(s) that need departmental approval. These EACR(s) will not be scheduled for pickup and completion until approved by your department.
EACRs pending approval for more than 30 days will be System Denied

Refer to the home page for guidance on best practices, ability and responsibility of Creators, Property Management, Department Approvers, and Surplus during each stage of routing.

Contact Rachel.Drenth@colostate.edu or MichelleM.Miller@colostate.edu for capital asset, approvers, or routing questions. Contact Surplus@colostate.edu for all other inquiries.