

Creating and submitting a new EACR request

Purpose: to enter a new request for Surplus to pick up items or a direct drop of items.

Home screen for campus users:

The home screen offers menu options available to campus users with an EID

This screen gives a brief process flow with some best practices and an explanation of each step in the routing.

EACR
Equipment Accountability Change Request
Current User: rdrenth

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

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

Welcome to the Business and Financial Services EACR Website
Please select an item from the above menu to continue with EACR Entry and Submission.

EACR = Equipment Accountability Change Request routing description and instructions

- Property Management keeps the database of all EACR approvers and CAM managers with the departments.
 - They can only add/change/remove approvers with a new designation form signed by the department head.
 - The form called Property Accountability Authorized Signers (PAAS) is available on the Property Management web page.
 - Property Management is a department within Business and Financial Services and their involvement with individual EACR entries is to screen for capital assets.
- EACR entry can be submitted by anyone with an EID.
 - Always use the dropdown for building name.
 - Use additional detail for any special circumstances.
 - The contact name should be a full time staff, regularly on site.
 - The line items in the EACR must include as much information as possible i.e., make, model, serial, and decal, if applicable, on all items except for *furniture, office supplies, consumables.
 - Equipment and data containing devices need to be on individual lines. Pretty much if it powers on, it needs manufacturer info and its own line.
 - Quantity of more than 1 can only be used on furniture, office supplies, consumables.
- Property Management will screen it for *capital assets and inconsistencies.
 - This can only be done effectively if enough information is provided, i.e., make, model, serial, decal.
 - If a line item is active capital, the department's Capital Asset Manager will be contacted to enter a transfer in KFS, and the line deleted.
 - PM will reach out to any department that does not have approvers at this stage.
 - PM will screen for discrepancies or conflicting information.
- Department approvers will review it for accuracy and approve.
 - If special arrangements need to be made or certain times and contacts are needed for pickup, put this information into the "additional details" and contact Surplus.
 - This is the approvers opportunity to update or delete the line items and a second screening for capital assets.
 - Surplus will only put the request into the queue for pickup/delivery once it is approved by the department.
- Surplus will receive the request and add it to the queue for pickup.
 - Surplus Property is a department of Central Receiving and manages all pick up and processing of EACR's.
 - Unless otherwise arranged in advance, Surplus will retrieve your items at the location you have specified, in the order received, and as it fits in their schedule.
 - Only the quantity entered in the request will be picked up or accepted on delivery, likewise for a qty of 0.
 - Best practice is to label the items as surplus so there is no confusion when checking off line items during pickup.
 - The EACR is releasing liability from the department to Surplus, so accuracy is important.
- [Property Management Webpage for Additional Information and Resources.](#)

Essential information needed on new requests:

EACR entry can be submitted by anyone with an EID.

- o Always use the dropdown for building name.
- o Use additional detail for any special circumstances.
- o The contact name should be a full time staff, regularly on site.
- o The line items in the EACR must include as much information as possible i.e., make, model, serial, and decal, if applicable, on all items except for *furniture, office supplies, consumables.
- o Equipment and data containing devices need to be on individual lines. Pretty much if it powers on, it needs manufacturer info and its own line.
- o Quantity of more than 1 can only be used on furniture, office supplies, consumables.

To begin a request, select

EACR Entry

Section 1 is optional. Here you will provide any special instructions Surplus will need to know to retrieve your items successfully. This could be instructions about office hours, how to identify the intended items, or how to access the items. You can also specify if you intend to drop the items directly to Surplus or provide an account if you expect to receive proceeds once they have sold your item(s). You can also click the link for typical recycling charges.

Section 2 is required. Here you will provide the CSU building code, your department number and the best contact for any questions on the pickup.

Section 3 is required. You must let Surplus know if any item in the request has been exposed to radiological, biological, or chemical contaminants (these items must be decontaminated and the RFLE form should be affixed to the item prior to pick up).

If all has been entered correctly, click ADD NEW EACR NUMBER

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Colorado State University

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EACR Entry

Instructions:
Please fill out this form with as much information as possible. For detailed instructions, please visit <http://busfin.colostate.edu/Depts/PropMgt.aspx>. Start by filling out each "Section" below in numerical order, providing as much detail as possible. When you have completed all sections, click the "Create New EACR Number" button at the bottom left of page. Upon clicking this button you will be directed to the next page where you may enter details about the items included in this EACR.
Equipment with an "Active" CSU Decal Must be Entered into Quali. Please call Property Management or visit <http://busfin.colostate.edu/Depts/PropMgt.aspx> for more details.

| | | |
|---|--|---|
| Section 1: Type of Disposal: Surplus Property Additional Information: <input type="text"/> Reallocation Act: (up to 10 digits) <input type="text"/> Chargeback Act: Default account numbers will be charged for all electronic waste recycling. Please contact Surplus if default account number needs to be updated. Surplus Property Fee Schedule Will your Dept be delivering items to Surplus? <input type="button" value="No"/> | Section 2: (Required) Full Building Name: (ONLY ONE per EACR) Click Here for CSU Campus Map (Buildings) Department: <input type="text" value="- Please Select -"/> Contact Person (Full Name): <input type="text"/> Contact Person Phone: (Ex: 9704915555 Numbers Only) <input type="text"/> Are items immediately ready for Pick-Up? <input type="radio"/> N/A (Use Additional Information to Explain) <input type="radio"/> Yes <input type="radio"/> No Date available for pick-up: <input type="text"/> | Section 3: (Required) <input type="radio"/> By checking this box, your department certifies that all items listed on this EACR are clean of chemical, biological and radioactive materials. <input type="radio"/> This EACR contains one or more items that have come into contact with chemical, biological or radioactive material. If so, a Refrigerator, Freezer, and Laboratory Equipment Declaration Form (also known as "RFLE") will be required for this EACR. This form is available HERE RFLE Form . By selecting this option, you Affirm that the "RFLE" form has been completed and attached to the item. RFLE Form |
|---|--|---|

Creator Name: **Drenth, Rachel**

Please Click the "Add New EACR Number" button below to enter required detail of items for this EACR.

Please Note:
To enhance data security, Surplus Property will no longer require departments to sanitize hard drives prior to sending them to Surplus Property. Hard drives will be wiped to NIST 800-88 specifications, or physically destroyed on site. Departments will be charged an electronics recycling fee for electronics that cannot be resold. For detailed pricing, please visit: surplus.colostate.edu/service-fees/
[List of Items not allowed for Surplus](#)

EACR Edit/View/Submit cont...

Submit to Property Management If all is well and your lines are entered to your satisfaction click Save/Add lines and the Submit option will appear for you to click. Note that ‘Submit EACR to Property Management’ appears to the right of Save/Add lines.

EACR
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Home EACR Entry

Surplus Property is completing pickups

Below are the search result(s) for EACR:
Please click on Line Items to edit EACR.
Click Delete to remove entire entry. EACR

Results for: Drenth, Rachel - 830157700

EACR Edit/View/Submit

UnSubmitted EACRs | My Submitted

Details

Dept. Details Delete Line Items

EACR Details for lot: 251411 Dept: P302

Please enter the necessary information about each item.

Very Important: be sure to fill in existing lines on form, then click Save, to either add additional lines or submit to Property Management. Click Save when finished. The button to Submit will appear after the details have been saved successfully. Click Save again if you have entered all information pertaining to this EACR. Then click Submit if you wish to route it to Property Management for Validation. Once submitted, EACRs CANNOT be changed or edited. View submitted EACRs in the My Submitted tab. Serial Number, Description, Reason Code, Condition Code, Building and Room are REQUIRED in all populated rows.

** All Capital Assets Must be processed on a Kuall Document. Contact Property Management for additional information. **

Reason Codes: 1 - Obsolete 2 - Beyond Repair 3 - Excess 4 - Unknown
Condition Codes: 1 - Operational 2 - Needs Repair 3 - Beyond Repair 4 - Unknown

[Save/Add Line(s)] [Submit EACR to Property Mgt.]

Data saved at: 8/19/2024 1:55:58 PM Once submitted, EACRs CANNOT be changed or edited.

| Serial Number * | Make | Model | Item Description * | Qty * | Reason Code * | Condition Code * | Room * | Non-Active Decal # |
|-----------------|------|-------|--------------------|-------|---------------|------------------|--------|--------------------|
| 1 | 1 | 1 | 1 | 1 | Obsolete | Operationa | 1 | |
| 2 | 2 | 2 | 2 | 2 | Beyond Re | Needs Rep | 2 | |
| 3 | 3 | 3 | 3 | 3 | Excess | Beyond Re | 3 | |
| 4 | 4 | 4 | 4 | 4 | Unknown | Unknown | 4 | |
| | | | | | -Select- | -Select- | | |
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| | | | | | -Select- | -Select- | | |
| | | | | | -Select- | -Select- | | |

Also under this tab you will find:

My Submitted EACR's which is every EACR request you have submitted for the fiscal year. Each request will show you what stage it is in the routing; look to the far right for the status.

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

Below are Non-Editable EACRs which have already been submitted.

Routing Process:
Unsubmitted- In User's Que, but not yet Submitted.
Pending PM Validation- To Property Management, but not yet Validated.
Pending Dept Approval- Validated by Property Management, but not yet approved by Dept.
Pending PU- Approved by Dept. and Queused 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.

Results for: Drenth, Rachel - 830157700

EACR Edit/View/Submit

UnSubmitted EACRs | My Submitted EACRs | EACRs from Dept. 6003

| Details | Chart | FY | Lot# | Building | Dept | Department Name | Reallocation Account | Disposal Type | Disposal Detail | Direct Drop | Pick-Up Ready | Requested Date | HazMats | Contact Name | Contact Phone | Created By | Created Date | Submitted Date | Validation Date | Validated By | Approved Date | Approved By | Status |
|--------------|-------|----|--------|----------|------|-----------------|----------------------|---------------|-----------------|-------------|---------------|----------------|---------|-----------------------------------|---------------|----------------|--------------|----------------|-----------------|----------------|---------------|----------------|-----------|
| [View Lines] | CSU | 24 | 242550 | test | P302 | P302 - Pueblo | | Surplus | | No | NA | | Clear | test 2 email notifications | 9704911045 | Drenth, Rachel | 02/28/2024 | 02/28/2024 | 02/28/2024 | Drenth, Rachel | 02/28/2024 | Drenth, Rachel | Denied |
| [View Lines] | CSU | 24 | 242549 | test | P302 | P302 - Pueblo | | Surplus | | No | NA | | Clear | test 1 notification email to whom | 9704911045 | Drenth, Rachel | 02/28/2024 | 02/28/2024 | 02/28/2024 | Drenth, Rachel | 02/28/2024 | Drenth, Rachel | Completed |

EACR edit/View/Submit cont...

As well as

EACR's from my department which will show you all requests submitted for your home department code, which can be sorted by fiscal year and or exported to excel based on a date range.

Colorado State University

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Dept. Approvers
Archived EACRs

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

Start Date: End Date: (Data Exported by Date EACR was Created, and For Your Dept Only)

Below are the search result(s) for EACR's from others in your department. The information is View Only (Non-Editable).

Routing Process:
 Unsubmitted- In User's Que, not yet Submitted.
 Pending PM Validation- To Property Management, but not yet Validated
 Pending Dept Approval- 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.

Results for: Drenth, Rachel - 830157700

EACR Edit/View/Submit

UnSubmitted EACRs | My Submitted EACRs | EACRs from Dept. 6003

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

| Details | Chart | FY | Lot # | Building | Dept | Department Name | Reallocation Account | Disposal Type | Disposal Detail | Direct Drop | Pick-Up Ready | Requested Date | HazMats | Contact Name | Contact Phone | Created Date | Created By: | Submitted Date | Status |
|----------------------------|-------|----|--------|--------------------------------------|------|--------------------------------------|----------------------|---------------|-----------------|-------------|---------------|----------------|---------|-----------------|---------------|--------------|-------------------|----------------|-----------|
| View Lines | CSU | 24 | 243105 | MC 0926 HOWES STREET BUSINESS CENTER | 6003 | 6003 - Business + Financial Services | | Surplus | | No | Yes | | Clear | Laura Snowwhite | 9704911064 | 05/28/2024 | Snowwhite, Laura | 05/28/2024 | Completed |
| View Lines | CSU | 24 | 243041 | MC 0926 HOWES STREET BUSINESS CENTER | 6003 | 6003 - Business + Financial Services | | Surplus | | No | Yes | | Clear | Chris Glaze | 9704910565 | 05/21/2024 | Glaze Christopher | 05/21/2024 | Completed |
| View Lines | CSU | 24 | 242667 | MC 0926 HOWES STREET BUSINESS CENTER | 6003 | 6003 - Business + Financial Services | | Surplus | | No | Yes | | Clear | Laura Snowwhite | 9704911064 | 03/15/2024 | Snowwhite, Laura | 03/15/2024 | Completed |

Department Approvers Where you can find your, well- you guessed it: department's approvers.

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Approvers

CSUID: Org Code: (EX: 6003) Receive Approval Notification(s)?

| ID | CSU-ID | Name | Email | Dept | Notify |
|------------------------|--------|-----------|---------------------|----------------------------------|--|
| Delete | 1365 | 830157700 | Drenth, Rachel | rdrenth@mail.colostate.edu | p302 <input checked="" type="checkbox"/> |
| Delete | 1869 | 836248268 | Kinsler, Dauntrell | D.Kinsler@colostate.edu | 9097 <input checked="" type="checkbox"/> |
| Delete | 1870 | 824452168 | Martinez, Marcelino | Marcelino.Martinez@ColoState.EDU | 9097 <input checked="" type="checkbox"/> |
| Delete | 1871 | 836248268 | Kinsler, Dauntrell | D.Kinsler@colostate.edu | 9079 <input checked="" type="checkbox"/> |
| Delete | 1872 | 824452168 | Martinez, Marcelino | Marcelino.Martinez@ColoState.EDU | 9079 <input checked="" type="checkbox"/> |

Refer to the home page for guidance on best practices, ability and responsibility of You, 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.