

Fixed Asset Surplus Request eForm

Follow these steps to request a pick-up of your fixed asset surplus items.

- 1 On your pc web browser type in:
<https://ventura.sclintracom/surplus>
- 2 If you have an account, select **"Log In"**, enter your Username and Password. Then click on the **"Fixed Asset Request"** icon. Then skip to Step 6.
- 3 If you do not have an account, click on the **"Create User"** box.
- 4 Fill in **"User Creation Request"** and click **"Submit"**.

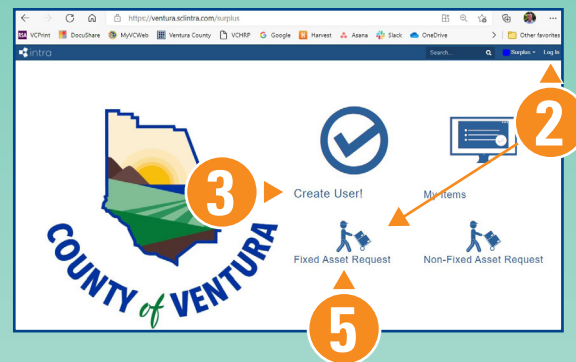
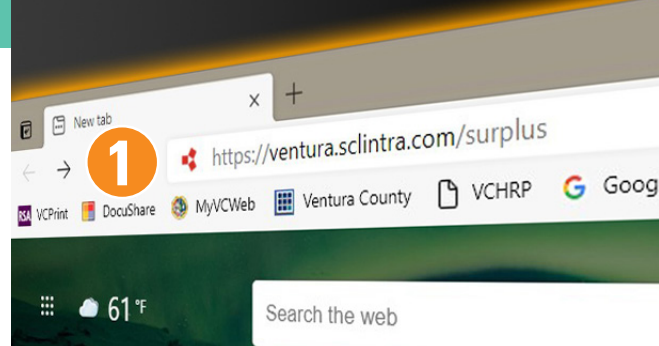
The Surplus staff will review and approve your user request. Please allow until the next business day for approval.

You will receive a confirmation e-mail notice when your user request has been approved. If you do not receive an e-mail by the next business day, please call the Surplus office at (805) 645-1311.

The notification will provide you with a temporary password which you will need to update to proceed.

- 5 For new users, once you've received your approval, logged in with your temporary password and updated it, click on the **"Fixed Asset Request"** icon.
- 6 Fill out the information in the **"Requester Information"**. If you want to save your template, click **"Save"** under **"Autofill Library"** and name your form. When you're filling out a future request, click **"Load"** to have your information auto-populate the requestor fields.

Continued On Other Side



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User Creation Request

If you have any questions or concerns, please feel free to reach out to us at 1234567890. Please note that this form will not allow you to submit if your username already exists in our system

First Name* Last Name*

Department* Email*

Phone* Building*

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Fixed Asset Surplus Request

Create a Surplus Request

Questions? We can help! Contact the GSA Mail Center at (805) 654-2424 or (805) 654-3818.

Requestor Information

Name* Organization*

Department* Phone*

Email* Address*

Budget Unit*

4 Digit Number

7 Use the drop-down tab under **"Request Details"** for a Surplus **"Pick-Up"** or **"Drop-Off"**. Use the **"Comments"** box for any pertinent information for the surplus staff.

8 Under **"Request Items"** information, click on the **"this form"** link (blue text) within the **"Please fill out this form and attach below"** sentence.

9 The **IC-1 Request for Removal of Fixed Asset from Master Inventory** form will open in a new window. Please fill out **Part 1 - Department Recommendation** of the IC-1 form. Save this form to your desktop.

10 Fill in all fields under **"Request Items"**. **Item Description**, **Quantity**, and **Disposition (usable/unusable)** are mandatory fields and must be filled out.

11 Attach the IC-1 form that you saved to your desktop in the box labeled **"Drop files here to upload"**. You may drag and drop the file into the box, or you may click anywhere in the box, browse to find the IC-1 form you saved, select it, and click on the **"Open"** button. The file will appear in the box.

12 Click **"Submit"** and your request will be routed to the GSA Procurement for approval.

Once approved, the request and IC-1 form will be approved and sent to GSA Surplus. GSA Surplus will contact the submitting agency to schedule a pick-up or drop off.

Do not deliver your Fixed Asset until you have been contacted by GSA Surplus.

You will be required to sign the IC-1 form again, relinquishing the asset to the GSA surplus staff.

Process complete.

Please feel free to call or email any of the Surplus staff with any questions.

Request Details

Request Type*

Pick-Up
Drop-Off

Exceptions

Request Items

Please fill out this form and attach below.

Item Model Number

Inventory Control Form
Request for Removal of Fixed Asset from Master Inventory

Instructions:

- Complete Part 1 using this eForm and submit completed form including eSignatures to Purchasing agent. (Do not print this form, it must be saved and attached to the Surplus request.)
- Upon receipt of the electronically signed form by the GSA Purchasing Agent, remove County tag and follow procedures authorized below. Upon relinquishing the asset to the GSA Surplus warehouse, eSign Part 2 below and return this form to your department's accounting office.
- The relinquishing department's accounting office will sign the Certification of Disposition (Part 3 below) and forward to the Auditor-Controller.

Part 1 - Department Recommendation

TO: Purchasing Agent

FROM: Full Name Agency Department Phone

The following item(s) cannot be used by this organization and should be removed from the Master Inventory because the fixed asset item is:

☐ Unusable or Unsafe (no resale value nor can it be easily fixed)

☐ Surplus (return to GSA Warehouse for disposition action including reallocation, sale, or destruction)

☐ Trade-in (Estimated value: _____)

☐ Other: _____

County Tag Number	Description	Date Acquired	Original Cost

Requested by: Authorized eSignature Title Date

Part 2 - GSA Asset Acknowledgement and Transfer Authorization

Dispose of the asset in the following manner: ☐ Recycle ☐ HAZMAT Destruction Process ☐ Sale/Auction ☐ Warehouse Determination ☐ Other: _____

Est. Resale Value: _____

GSA Purchasing Agent eSignature Date of Authorization You are authorized to request pickup at the above link. <http://surplus.ent.co.ventura.ca.us/>

Relinquishing Department Representative eSignature Relinquishing Department Representative Title

GSA Warehouse Representative eSignature

Part 3 - Certificate of Disposition

Under penalty of perjury, I certify that the above described item was disposed of in accordance with the authorization contained above.

Department Accounting Representative eSignature Department Accounting Representative Title

IC-1 (Rev. 10/25/2021) RETAIN COPY OF COMPLETED FORM IN DEPARTMENT

Request Items

Please fill out this form and attach below.

Item Model Number

Item Model Year

VC Asset Number

Item Description*

Condition

Quantity*

Disposition*

1

Attach IC-1*

Drop files here to upload

Reset Submit