



Surplus Property Management System (SPMS) Access Request Form

Complete this form to add and remove users in the Surplus Property Management System.

Employee Name	
Employee Title	
Home Department Name	
Work Phone	
OSU Internet Username (lastname.#)	
Supervisor	
Supervisor E-mail Address	
Requestor (if not Supervisor)	
Requestor E-mail Address	

List Organizations where the employee is authorized to initiate and/or approve disposal requests. Please do not list Dxxx numbers. The 5-digit orgs must be specified.

Action		Organization Number(s) (attach additional pages as necessary)	*Approval Role?	
Add	Remove		Yes	No
Add	Remove		Yes	No
Add	Remove		Yes	No
Add	Remove		Yes	No

*All authorized users have the initiator role. Approvers can only approve disposal requests initiated by others.

If the access requested above is to replace a current user, whose access should be removed, please indicate their information below:

Name	Lastname.#
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The chart below shows the courses and forms that are required for each role. Individuals who are new to these roles must complete the applicable training courses before a System Access Request Form is submitted.

Carmen Courses/Form	Initiator	Approver
Business Expenditures	Required	Required
Business Responsibilities	Required	Required
Internal Controls	Required	Required
Understand and Prevent Fraud	Required	Required
Institutional Data Policy	Required	Required
Surplus Property Disposal	Required	Required
SPMS Access Request Form	Required	Required
Institutional Data Usage and Confidentiality Agreement	Required	Required

I do hereby acknowledge that I have completed the training requirements for access to the Surplus Property Management System, accepted the Institutional Data Usage and Confidentiality Agreement, and **I understand my responsibilities in the disposal of University property.**

Signature	Date
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Access must be authorized by the Organization's Senior Fiscal Officer (SFO).

SFO Name	
Signature	
Date	
College or V.P. Area	

SPMS Access Request Form Instructions

This form is available on the forms page on the Surplus website:
<http://surplus.osu.edu/>

For questions and help completing the form, contact 8-4357 or 8help@osu.edu.

Please mail, or scan and e-mail the completed form to:

BuckeyeBar
 60A Thompson Library

E-mail: 8help@osu.edu (preferred)