



Surplus Property Management System (SPMS) Department Setup Form*

A separate form must be submitted for each Organization that will be used to manage surplus.

Department Name			
Address (Room & Building)			
Address (Street Address)			
Building Number		Department Org Number	
Department Phone		Department Fax	

Freight ChartField: Used for moves scheduled by Surplus at the request of the Department.

Org - Required	Fund - Required	Account	Project	Program	User Defined
		64416			

Department setup requests must be authorized by the Senior Fiscal Officer (SFO).

SFO Name	
Signature	
Date	
College or V.P. Area	

* A minimum of two employees must be set up as users for an Organization. At least one must have the Approval Role. Use the **Access Request Form** to assign authorized employees to manage surplus for this organization.

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

BuckeyeBar
60A Thompson Library

E-mail: 8help@osu.edu