

## Excess Property Declaration Form

### Quick Reference Guide – New Surplus Inventory App

#### Purpose

Use this guide to submit an **Excess Property Declaration Form** for surplus equipment and property using the new Surplus Inventory application.

---

#### Step 1: Access the Form

- Go to the Surplus Inventory Dashboard:  
[https://cfapps.umaryland.edu/surplus\\_inventory/](https://cfapps.umaryland.edu/surplus_inventory/)
- 

#### Step 2: Start a New Request

1. Select **“New Request.”**
  2. **IT Asset Question**
    - Select **“No”** if the surplus request is **not** for IT assets.
    - Select **“Yes”** if the request **is** for IT assets.
      - When **“Yes”** is selected, an **IT Asset link** will appear.
      - Use that link to access the correct webpage for **IT Asset disposal or recycling**.
- 

#### Step 3: Select Asset Type

- Choose **Capital** or **Non-Capital Asset**.
  - If the request includes **both Capital and Non-Capital assets**, select **Capital Assets**.
- 

#### Step 4: Complete Required Fields

- Complete **all required fields** in the form.

- Upload **all required attachments** as prompted.
  - After selecting “**Reason for Removal,**” additional forms may be required.
    - Attach any **additional documents** requested at this step.
- 

### **Step 5: Enter Surplus Property Description**

For each item, include:

- Equipment name
  - Serial number
  - Asset tag number
  - Operational status
- 


### **Step 6: Enter Inventory List**

The form provides **two options** for entering inventory details:

#### **Option 1: Manual Entry**

- Enter surplus property details directly into the form.
- Select “**Add Row**” to add additional items.

#### **Option 2: Excel Template Upload**

- Download the **Excel template** embedded in the form.
  - Enter surplus property details in the template.
  - Upload the completed template.
    -  The form will **only accept templates in the original format** provided.
- 

### **Step 7: Submit the Form**

- Review all entries and attachments.
  - Submit the request.
-

## Step 8: Email Notifications

- The requestor will receive an **email with instructions for next steps**.
  - Once all required approvals are completed, the requestor will receive a **final email confirmation** with a status of **“Completed.”**
-