

### Approving Disposal Requests as an Authorized Signor by Email Notification

<p>1. Review the information outlined in the email notification you received as an authorized signor. Click on the <b>Click Here</b> link.</p> <p><b>Note:</b> A request cannot be modified or changed once it is approved.</p>	<p>Please review the disposal request #15500 below and click the "Approved" button if you approve it.</p> <p>To edit the Disposal Request by deleting or adding line-items, or deleting the entire record, please click the "Modify" link and log in to the application, make your changes, then tap the Red X button to authorize, or the Delete button to delete the entire record.</p> <p><b>Approved:</b> <a href="#">Click Here</a></p> <p><b>Modify:</b> <a href="#">Click Here</a></p> <p>Items that have a radioactive or bio-hazardous decal on them must be cleared by Health &amp; Safety before sending them to the Surplus Warehouse.</p> <p>All equipment sent to the Surplus Warehouse should be unlocked and all contents removed. All UAB data must be removed from this equipment.</p> <p>For directions to remove electronic data, go to: <a href="http://www.uab.edu/it/datasecurity/Drive_Wipe_Procedures.html">http://www.uab.edu/it/datasecurity/Drive_Wipe_Procedures.html</a></p> <p>After authorization the disposal request will not be editable.</p> <p><b>Department:</b> SURG-GEN SURG-GASTROINTESTINAL SECTION  <b>Contact:</b> Laneitria Head (205) 975-0992  <b>Authorizer:</b> Laneitria Head (205) 975-0992  <b>Date:</b> 10/06/2020  <b>Status:</b> Pending  <b>Disposal Type:</b> Turn into Surplus  <b>Pickup Type:</b> UAB Movers</p> <p><b>Item:</b> BED,  <b>Qty:</b> 20</p> <p>Thank you,          Surplus Property Software  <i>Making Your Workday Easier</i></p>
<p>2. You will be directed to the SPS to log in.</p> <p>You will receive a message stating that the disposal request was successfully authorized.</p> <p>Click on <b>Close</b> to exit this window.</p>	<p><b>UAB SURPLUS PROPERTY SOFTWARE</b> <span style="float: right;">HELP</span></p> <p><b>DISPOSAL REQUEST AUTHORIZATION</b></p> <p>Disposal Request Authorization</p> <p>Disposal Request #15500 has been authorized successfully. Thank you.</p> <p>Login Close</p>
<p>3. The contact person for the request will receive an email notification indicating that the request was approved.</p>	<p>Dear Laneitria Head,</p> <p>Your disposal request #15500 has been approved, see below for details.</p> <p><b>Department:</b> SURG-GEN SURG-GASTROINTESTINAL SECTION  <b>Authorizer:</b> Laneitria Head (205) 975-0992  <b>Disposal Type:</b> Turn into Surplus  <b>Pickup Type:</b> UAB Movers</p> <p><a href="#">Click Here</a> to login to the system.</p> <p>Thank you,          Surplus Property Software  <i>Making Your Workday Easier</i></p>

### Approving Disposal Requests as an Authorized Signor in the SPS

<p>1. Click on the red x under <b>Authorized</b>, located in the right-hand corner of the form.</p> <p><b>Note:</b> A request cannot be modified or changed once it is approved.</p>																	
<p>2. A confirmation message will appear. Please read it carefully. Click <b>Yes</b> to authorize the request.</p>																	
<p>3. A confirmation will appear indicating that the request was successfully authorized. Click on <b>OK</b>.</p>																	
<p>4. Under the <b>Disposal Requests</b> screen, your name will be listed as the authorizer.</p>	<table border="1"> <thead> <tr> <th>A</th> <th>Department</th> <th>Disposal Type</th> <th>EDF#</th> <th>EDF Date</th> <th>Status</th> <th>Authorizer</th> <th>Auth.Date</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>SURG-GEN SURG-GASTROINTESTINAL SECTION</td> <td>Turn into Surplus</td> <td>15501</td> <td>10/07/2020</td> <td>Pending</td> <td>Laneitria Head</td> <td>10/07/2020</td> </tr> </tbody> </table>	A	Department	Disposal Type	EDF#	EDF Date	Status	Authorizer	Auth.Date	✓	SURG-GEN SURG-GASTROINTESTINAL SECTION	Turn into Surplus	15501	10/07/2020	Pending	Laneitria Head	10/07/2020
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