

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.sclintra.com/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”**.

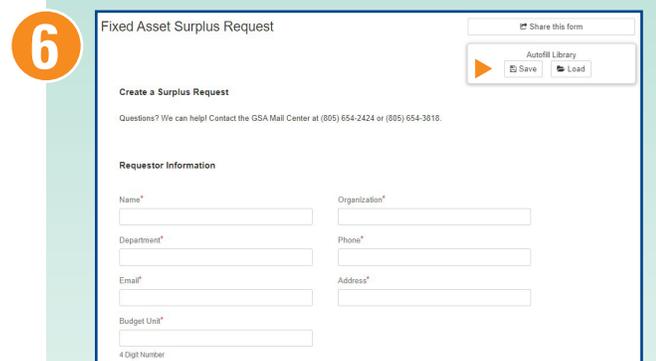
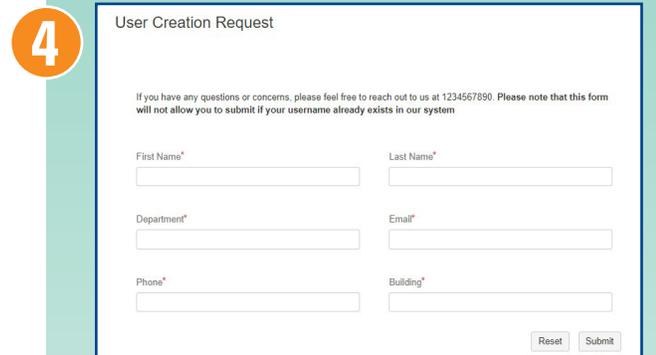
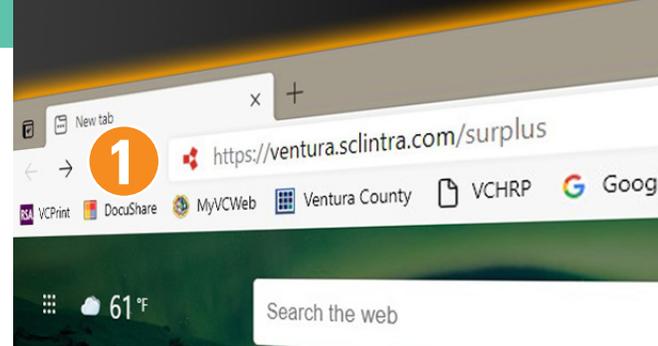
The Surplus staff will review and approve your user request. Please allow until the next business day for approval.

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



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.

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