

**Asset Change -**  
**Surplus Transfer Requests**  
**Blue Tagged, Non-Tagged, or**  
**previously disposed items**

## Enterprise Applications

[banner](#) • [sitecore](#) • [famis](#) • [vandalweb](#) • [argos](#)

### Banner Applications



[Banner 9](#)

Supplemental Forms



[VandalWeb](#)

Student & Staff Portal



[Evisions](#)

Argos, Form Fusion,  
Intellecheck



[Workflow](#)

Banner Workflow Client

### Enterprise Administrative Applications



[CS Gold](#)

VandalCard AdminWeb



[Doc Imaging](#)

Stellent, Capture



[PEOPLEADMIN](#)

[PeopleAdmin](#)

Job Applicant Review



[Sitecore](#)

Content Management  
System



[TouchNet](#)

Marketplace Admin

Share

Add to Favorites

# University of Idaho VandalWeb

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## Main Menu

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# University of Idaho VandalWeb

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## Employee Main Menu

- myBenefits**  
Links to the myBenefits enrollment site.
- Payroll**
- Electronic Personnel Action Form (EPAF)**
- Employee Information**
- Financial Tasks** ←
- UI Administrative Tasks**
- Finance Query for Non-Banner Users**
- Purchasing Service Contract**

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# University of Idaho VandalWeb

Personal Information Students Financial Aid & Scholarships Employees Finance Advancement Sponsored Programs

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EMPLOYEE MAIN MENU SITE MAP HELP EXIT

## Financial Tasks

### Claim Voucher Entry

Used by the departments to request reimbursements or non procurement payments.

### Employee Moving Expenses

### Finance Self Service for Non-Banner Users

Connect to Finance Self-Service for non-Banner users.

### Journal Document Imaging

Upload additional documentation to be loaded to Document Imaging

### Asset Change/Surplus Transfer Requests

Request transfer, description or status changes to assets.



### Restricted Funds Verification

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# *Blue Tagged, Non-Tagged, Or Disposed Tags*

University of Idaho

ADMINISTRATION

ASSET CHANGE REQUESTS

VANDALWEB

LOGOUT

New Request

Yellow/Red Tagged Assets

Permanent Tag #

Go

Blue/Non Tagged Assets

I need to surplus a blue-tagged or non-tagged asset



# Blue Tagged Items

University of Idaho

ADMINISTRATION   ASSET CHANGE REQUESTS   VANDALWEB   LOGOUT

Request NCS# 049

**Surplus Transfer Information**

Responsible Orgn Code:  General Accounting **← THREE DIGITS ORG CODE**

Blue Tag (if present) #:

Item Description:

Serial Number:

Is the item in working condition?  Yes  No

Will be delivered to Surplus on:  **← Arrange Date with Surplus for delivery**

Notes on Condition:

Index to Credit:  BAAS - General Accounting **← Ensure this is valid revenue Index**

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

- **Valid Responsible Orgn Code (See list of Orgs – Slides 10-14)**
- **Delivery date must be arranged with Surplus Property**
- **Index to Credit should be VALID revenue Index**

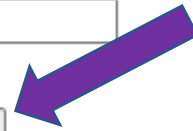


# Non - Tagged Items

## Surplus Transfer Information

Request NCS#48051

Responsible Orgn Code	<input type="text" value="663"/>	General Accounting
Blue Tag (if present) #	<input type="text"/>	
Item Description	<input type="text" value="Dell OptiPlex 990"/>	
Serial Number	<input type="text" value="4P2JXR1"/>	
Is the item in working condition?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Will be delivered to Surplus on	<input type="text" value="Tue, 18 Aug 2020"/> ▾	
Notes on Condition	<input type="text" value="Hard Drive Removed/Destroyed"/>	
Index to Credit	<input type="text" value="663998"/>	BAAS - General Accounting
<input type="button" value="Discard Request"/>	<input type="button" value="Save and Exit"/>	<input type="button" value="Finish and Submit"/>



# Multiple Items

University of Idaho

ADMINISTRATION

ASSET CHANGE REQUESTS


VANDALWEB

LOGOUT

## Surplus Transfer Information

Request NCS#48050

Responsible Orgn Code	<input type="text" value="663"/>	General Accounting
Blue Tag (if present) #	<input type="text"/>	
Item Description	<input type="text" value="15 Monitors, 20 keyboards, 10 Mouse's"/>	
Serial Number	<input type="text"/>	
Is the item in working condition?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Will be delivered to Surplus on	<input type="text" value="Thu, 20 Aug 2020"/>	
Notes on Condition	<input type="text"/>	
Index to Credit	<input type="text" value="663998"/>	BAAS - General Accounting
<input type="button" value="Discard Request"/>	<input type="button" value="Save and Exit"/>	<input type="button" value="Finish and Submit"/>



840	Aberdeen R&E Center
749	Academic Affairs
623	Academic Support & Access Programs
646	Accounts Payable
668	Admin Ops Bruce Pitman Center & Commons
586	Admissions and Campus Visits
605	Admissions Office
884	Ag Economics & Rural Sociology
771	Ag Experiment Station
753	Ag Instruction Administration
850	Agricultural & Extension Education
869	Alumni Relations
848	Animal, Veterinary, and Food Sciences Dept.
797	Anthropology Lab
793	Aquaculture Research Institute, Hagerman
894	Architecture
573	Army ROTC
819	Art and Architecture Administration
863	Art and Design
774	ASUI Communications
736	ASUI General Administration
619	ASUI Outdoor Programs
896	Athletic Department
597	Auditing Services
892	Auxiliary Services & Campus Dining Services
806	Biological Engineering

834	Biological Sciences
666	Budget Office
796	Building Systems Maintenance
886	Caine Teaching Center
728	Caldwell Food Tech Center
874	Caldwell R&E Center
842	CALS Administration Caldwell
758	CALS Extension Publishing
579	Campus Mail and Labeling
615	Career Center
775	CDA Computer Science
654	Center for Disability Access and Resources (CDAR)
772	Center for Modeling Complex Interactions (CMCI)
807	Center for Resilient Communities
726	Center for Secure & Dependable Systems (CSDS)
614	Center for Teaching Innovation (CETL)
854	Center on Disabilities and Human Development (CDHD)
762	Chemical & Materials Engineering.
887	Chemistry & Chemistry Glass Shop
725	Chilled Water Maintenance
820	Civil & Environmental Engineering
612	Coeur d'Alene Center
632	College Assistance Migrant Program (CAMP)
785	College of Business and Economics
879	College of Education & Building Support
831	College of Engineering & COE Technology

576	College of Graduate Studies Admin
780	College of Law
861	College of Law Administration
787	College of Letters, Arts and Soc Sciences Admin
677	College of Natural Resources
841	College of Science Administration
800	Computer Science
885	Confucius Institute
729	Controller's Office
765	Cooperative Extension Admin
709	Counseling and Testing Center
755	Ctr for Ecohydraulics Research
798	Curriculum and Instruction
654	Dean of Students & Student Affairs Support
832	Dubois Research Center
752	Electrical and Computer Engineering
665	Employee Development and Learning
767	Engineering Education in Boise
739	Engineering Outreach Programs
865	English
621	Enrollment Management
846	Entomology PlantPath /Nematology
716	Environmental Health, Safety
651	Environmental Science Program
873	EPSCoR

712	Equipment & Vehicle Maintenance
645	Events and Support Services
727	Facilities Stores
698	Facilities Mgt Administration
712	Facilities Mgt Arboretum
670	Facilities Mgt Architectural and Engr Svs
712	Facilities Mgt Building Exteriors
712	Facilities Mgt Campus Storage
745	Facilities Mgt Custodial General
796	Facilities Mgt Electric Shop
725	Facilities Mgt Energy
796	Facilities Mgt HVAC Shop
796	Facilities Mgt Interior's Shop
712	Facilities Mgt Landscape
796	Facilities Mgt Machine Shop
796	Facilities Mgt Plumbing Shop
725	Facilities Mgt Power Plant
712	Facilities Mgt Recycling
712	Facilities Mgt University Garage
725	Facilities Mgt Water Effluent
796	Facilities Systems Maintenance
687	Faculty Secretary-Vice Provost for Academic Initiatives
875	Family Consumer Science
744	Finance and Administration VP
724	Fish & Wildlife Resources
691	Forest, Rangeland, & Fire Sciences
663	General Accounting

796	General Carpentry Maintenance
630	General Counsel
877	Geography Department
804	Geological Sciences
856	Golf Course
706	Hampton School of Music
741	History
647	Human Resources
897	IBEST
817	Idaho Geological Survey
783	Idaho Space Grant Consortium
825	INBRE
634	Independent Study in Idaho
688	Institutional Effectiveness and Accreditation
594	International Programs Office
692	ITS - Classrooms/Conferencing
717	ITS Administrative Technologies
707	ITS VandalSphere
805	Jazz Festival Office
722	Journalism and Mass Media
769	Kimberly R&E Center
609	Laboratory Animal Research Facility
899	Landscape Architecture
713	Law Library

786	Leadership and Counseling
671	Martin Institute
811	Mathematics
750	McCall Field Campus
843	Mechanical Engineering
809	Medical Education Program (WWAMI)
799	Modern Languages and Cultures
818	Movement Sciences (HPERD)
592	Multicultural Affairs
838	Nancy M. Cummings R&E Center
564	Native American Student Center
851	NIATT Support
625	Office of Civil Rights & Investigation
580	Office of Equity & Diversity/Tribal Relations
895	Office of Research & Economic Development (ORED)
872	Palouse R&E Center
679	Parking and Transportation Services
757	Parma R&E Center
640	Payroll
891	Photographic Services
880	Physics
870	Plant Sciences
893	Political Science & Philosophy
811	Polya Lab
562	President's Office/Residence/Boise Office



813	Prichard Gallery
822	Printing Operations
827	Psychology and Communications Studies
693	Public Safety & Security
770	Publications Design
638	Purchasing
619	Recreation & Wellbeing
583	Registrar's Office
548	Rinker Rock Creek Ranch
561	Risk Management
695	Sandpoint Organic Agricultural Ctr
852	Sociology and Anthropology
826	Soil and Water Systems
830	State 4-H Programs
868	Statistics
636	Student Accounts and Cashiers
598	Student Financial Aid Services
743	Student Health Service
712	Surplus Property
648	Taylor Wilderness Research Station
833	Tetonia R&E Center
710	Theatre Arts
828	TRIO INSPIRE
612	U of I Research Park (Post Falls)

878	UI Children's Center
748	UI Communications and Marketing
659	UI Experimental Forest
768	UI Extension Central District Twin Falls R&E
738	UI Extension Eastern District Idaho Falls
761	UI Extension Northern District Coeur d' Alene
742	UI Extension Southern District Caldwell
652	UI Forest Research Nursery
737	UI Foundation & Gift Administration
686	UI Sustainability Center
801	UI/IF Center for Higher Education
845	University Advancement
747	University Communications and Marketing
604	University Development
858	University Honors Program
794	University Housing
788	University Library
888	University of Idaho Boise Center
782	URO Electron Microscopy Center
777	VandalStore & Starbucks
687	Vice Provost for Academic Affairs
740	Video Production Services
790	Virtual Technology and Design
881	Water Resources Research Institute