Surplus Request eForm

Follow these steps to request a pick-up of your declared surplus items.

1. On your pc web browser type in: ***https://surplus/GSASurplusWebSite***

2. Enter your Network ID and network password to login.

3. From **"Surplus Requests"** page click on the **"New Request +"** button to start a new request. Please indicate if this is a "Drop Off" or "Pick Up" request.
   Note: Users will only see their own previously submitted requests here.

4. Completely fill out the information in the required fields (designated with a *), including a complete agency address, then click the **"Save"** button.

5. Click the **"Add Item"** button each time to input a new item, and fill in all fields.

6. In your description, do not use **"Miscellaneous"**, **"Lot of"** or **"Box of"**. All property must be clearly identified with a the total quantity.
   Note: All surplus property items must be listed on the form, items not listed will not be picked up.
   - Please identify whether the item **"Usable"** or **"Unusable"**.
   - If an item is a **"Fixed Asset"**, an IC-1 form must be completed and signed by the Procurement Manager. The signed form must accompany the item before it will be accepted as surplus.
   - Click the **"Save"** button and enter the balance of items.

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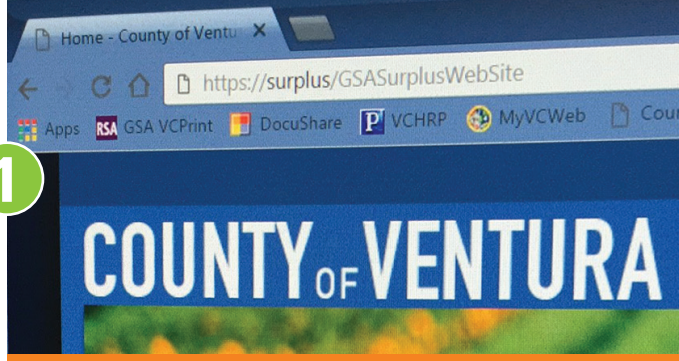
1



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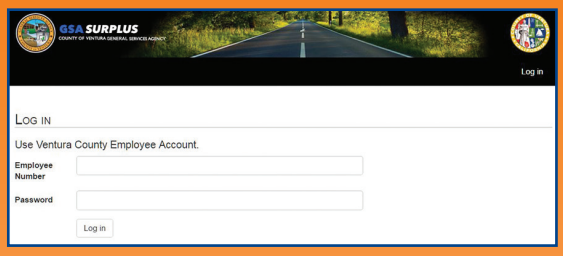

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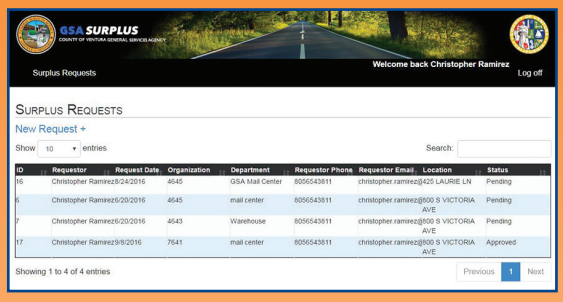

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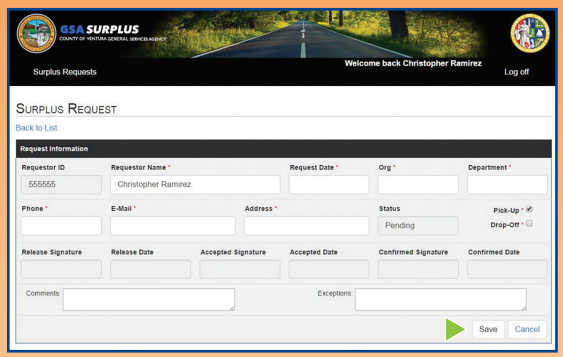

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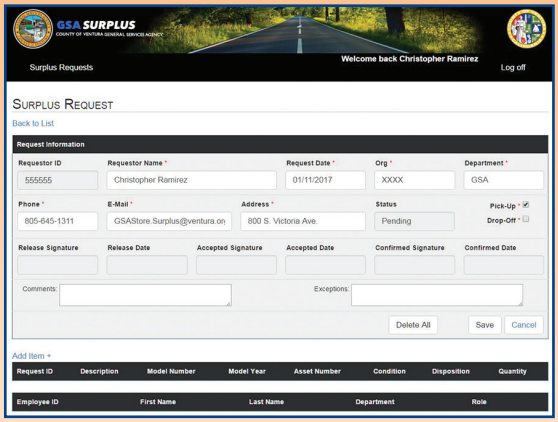

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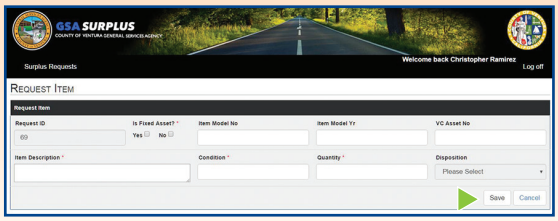

7 Once you have entered all your items, select the **"Submit"** button. This will submit your request and change the status to **"Submitted"**.
*Note: Your request is not complete until you select the **"Submit"** button. You can continue to add items as needed until you select the **"Submit"** button.*

8 Your **Surplus Requests** screen will show you the status of your listed requests.

Once your request is submitted the Surplus Supervisor will review and either **"Accept"** or **"Reject"** the request. If **"Accepted"**, the request will be schedule for pick up. You will receive an email notifying you of the pick up date. If your request is **"Rejected"**, you will need to modify the information and re-submit it until it is accepted (reason for rejecting request will be noted). Rejected requests will be deleted if not modified in a reasonable time period and/or if no communication has been received by surplus staff.

Once accepted, the process is complete. All pick up requests will be scheduled in the order they are received. If your request is time sensitive, please contact the surplus staff directly. Please allow 3-5 business days after your submission for a pick-up to be coordinated. Drop offs should be scheduled with the surplus staff.

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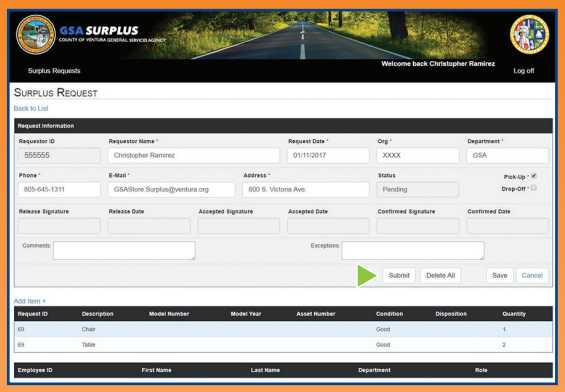

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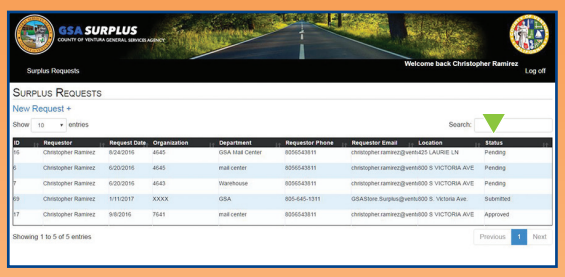

Please feel free to call or email any of the Surplus staff with any questions.

COUNTY OF VENTURA : GSA
VC Surplus

Monday – Friday: 8:00 am – 5:00 pm *Office (805) 645-1311* *GSAStore.Surplus@ventura.org*

***James Dorman** - Warehouse Supervisor* *(805) 645-1311* *James.Dorman@ventura.org*
***Chris Ramirez** - Mail & Distribution Manager* *(805) 654-3811* *Christopher.Ramirez@ventura.org*