

## Key Terms

<b>Accountable Equipment Officer (AEO)</b>	The primary contact for the organization/department; they will occupy the “administrator” role in the SPS.
<b>Asset #</b>	A 6-digit identifying number found on the UAB barcode tag.
<b>Authorized Signor</b>	A user of the SPS. They will occupy the “manager” role in the SPS.
<b>Disposal Request</b>	Request for the disposal of assets. <i>Previously this document was known as an Equipment Disposition Form (EDF).</i>
<b>Legacy Asset</b>	An asset that was not migrated to Sunflower due to falling under the cap threshold or that were inactive at the time of the Sunflower system migration.
<b>Model #</b>	Model # assigned by the item’s manufacturer.
<b>Non-Tagged Asset</b>	An asset that has not been added to the inventory in the Sunflower system.
<b>Redeployment</b>	Transferring assets from the UAB Surplus Warehouse for use in a department.
<b>Serial #</b>	Serial # assigned by the item’s manufacturer.
<b>Sunflower (SF)</b>	The equipment management system.
<b>Surplus Property System (SPS)</b>	The property disposition system.
<b>Tagged Asset</b>	An asset that has been added to the inventory in the Sunflower system.
<b>UAB Asset Management</b>	The department that maintains the official UAB property records for all capital equipment items. They also perform physical inventories of UAB capital equipment.
<b>UAB Movers</b>	The vendor that assists UAB departments with moving assets to the Surplus Warehouse. Currently Armstrong Movers.
<b>UAB Surplus Warehouse</b>	The department that receives and inventories surplus equipment.

## Disposal Request Pickup Types

<b>UAB Movers</b>	The Surplus Property Office schedules pickup and notifies the department when the pickup will occur. If there is a scheduling conflict, the SPO will work with the department to schedule a more convenient day/time.
<b>Self-Delivery</b>	The user chooses a date and time to bring items to the Surplus Warehouse. A request is created on the warehouse calendar to approve or reschedule based on availability.
<b>Non-UAB Mover</b>	The user chooses a UAB-approved vendor and coordinates delivery date and time with the Surplus Warehouse.



## Disposal Status Types

<b>Pending</b>	Creation of Disposal Request in progress
<b>In Progress</b>	Waiting for approval
<b>Completed</b>	Request approved and items delivered to Surplus Warehouse
<b>Cancelled</b>	Request cancelled
<b>Closed</b>	Request has been completed on user's To-Do List

## Item Condition Types

<b>1 – Excellent</b>	New in box or slightly used
<b>2 – Good</b>	Fairly new
<b>3 – Fair</b>	In working condition
<b>4 – Major Repairs</b>	Not working
<b>5 – Salvage</b>	Can be used for parts