

Submitting a Surplus Pick Up Request

Please be as detailed as possible in your description of the items.

1. Go to wku.edu/recycling and click on the Surplus Request Button

WKU RECYCLING AND SURPLUS DEPARTMENT

Home About Recycling Surplus Topper Trader FAQ's Contact Us Volunteer

HOW CAN WE HELP YOU TODAY?

You can use our website to put in requests to service overflowing recycling bins, have a computer monitor sent to your office, get a member of our team to come get surplus items from your department, and more.

RECYCLING REQUEST

SURPLUS REQUEST

TOPPER TRADER

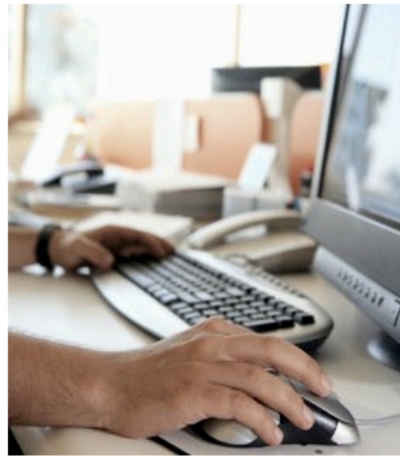
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Bowling Green, KY 42101
(270) 745-0111

2. This will direct you to the website

<https://www.maintenanceconnection.com> where you will be prompted for your NETID

- a. PLEASE NOTE FIRST TIME USERS that if you have not already requested your username and password to use the DFM Work Order System you will need to follow these instructions http://www.wku.edu/facilities/insite_2column.php (only click here if you have never used the DFM Work Order System before)

Welcome.



Please enter your Member ID and Password below and then click OK.

Member ID:

Password:

OK

Need to Sign Up for the First Time? [Click Here](#)
Did you Forget Your Password? [Click Here](#)

Want to View Our Web Site? [Click Here](#)
Want to Contact Us by Phone or Email? [Click Here](#)
Want to Request Info? [Click Here](#)

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By clicking OK, you agree to the Terms of Use, including the electronic delivery of important disclosures and other information contained in the Agreement. Please read the Terms of Use and Privacy Policy before you log in.

3. Once you have logged on, you will specify the building, floor, and room/location of the surplus items.
4. You will also need to specify in the drop down box that this is a Surplus Pick Up Request
5. In the description box, include detailed information about the items **INCLUDING ALL ICN NUMBERS, SERIAL NUMBERS, AND MODEL NUMBERS**. You should also include who to see upon pickup if different from the requester and any other information about the items you would like such as if they need to be disassembled first.
6. Click the Submit Button.

Submit an option:

- [Submit Service Request](#)
- [View Service Request Status](#)
- [File](#)
- [Change Password](#)
- [Logout](#)
- [Help](#)
- [Feedback](#)
- [Home](#)

Submit Service Request

Please fill out the form below. When you are finished, click the **Submit** button below (you may need to scroll the page). Click on a field name for more information.

If possible, please specify the closest Location or Asset that relates to your request. [If you know the Location or Asset ID, click here.](#) (This is not required)



- [Western Kentucky University](#)
- [Academic Complex](#)
- [3rd Floor](#)
- [Classroom 301](#)

[Location / Asset:](#) (Required)

[Problem:](#) (Required)

[Short Description:](#) (Required)



Submit

