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

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)
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 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)

<table>
<thead>
<tr>
<th>Problem: Surplus Pickup: Required Item Desc and ICN#</th>
<th>(Required)</th>
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<tr>
<th>Short Description:</th>
<th>WOODEN DESK ICN # 23445&lt;br&gt;DELL OPTIPLEX 620 ICN # 1234566 SERIAL # DSF4QD123&lt;br&gt;Please see Janet for pickup</th>
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Submit