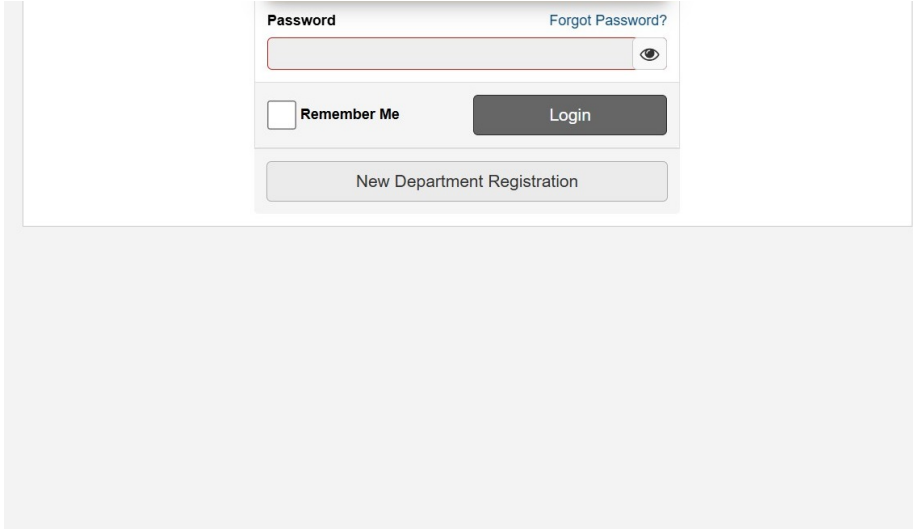


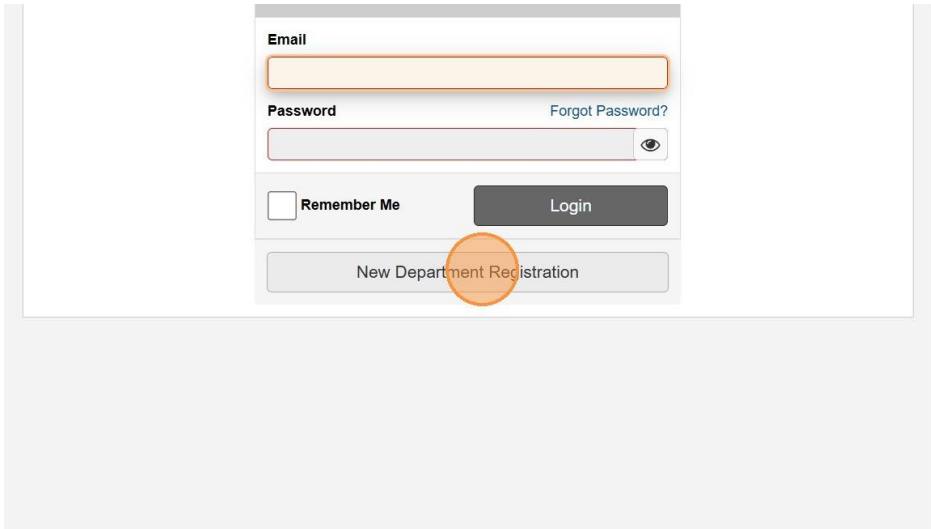
## Registering a New Department and Logging In

1. Navigate to [The new Surplus Property Website](#)



A screenshot of a web form for logging in. The form contains a 'Password' input field with a 'Forgot Password?' link to its right. Below the password field is a 'Remember Me' checkbox and a dark 'Login' button. At the bottom of the form is a light gray button labeled 'New Department Registration'.

2. Click "New Department Registration"



A screenshot of a web form for registering a new department. The form contains an 'Email' input field, a 'Password' input field with a 'Forgot Password?' link to its right, a 'Remember Me' checkbox, and a dark 'Login' button. At the bottom of the form is a light gray button labeled 'New Department Registration', which is highlighted with an orange circle.

3. Enter your agency/department number

The screenshot shows a web application interface for 'OKLAHOMA State'. A modal window titled 'NEW DEPARTMENT REGISTRATION' is open. It contains the following fields: 'Dept#' (with an orange circle around the input field), 'Department Name', 'New Department Contact Person' section with 'First Name', 'Last Name', 'Email (User Name)', and 'Security Level' (set to 'Administrator'). At the bottom are 'Save' and 'Cancel' buttons. The background shows a 'PLEASE LOG IN' message and a 'HELP' icon.

4. If your agency/department is already registered, you'll see this message with a contact person who can add you to your department users.

The screenshot shows the same 'NEW DEPARTMENT REGISTRATION' modal window. The 'Dept#' field now contains '111' and the 'Department Name' field contains 'Test Agency'. A red error message states: 'This Department Number is already registered.' Below this, a yellow box labeled 'Please Contact:' displays 'John Smith' and an email icon next to 'john@smith.com' (with an orange circle around the email address). The 'Try Again' and 'Cancel' buttons are visible at the bottom. The background shows the 'PLEASE LOG IN' message and 'HELP' icon.

5. Click "Cancel"

PLEASE LOG IN

Dept# 111 Department Name Test Agency

This Department Number is already registered.

Please Contact:  
John Smith john@smith.com

Try Again Cancel

New Department Registration

Detailed description: This is a screenshot of a web application interface. At the top left, there is a blue header with the text 'PLEASE LOG IN'. Below this is a white form box. The form has two input fields: 'Dept#' with the value '111' and 'Department Name' with the value 'Test Agency'. Below these fields is a pink error message: 'This Department Number is already registered.'. Underneath the error message is a yellow bar with the text 'Please Contact:'. Below this bar are two input fields: 'John Smith' and 'john@smith.com'. At the bottom of the form box are two buttons: 'Try Again' (dark grey) and 'Cancel' (light grey). The 'Cancel' button is circled in orange. Below the form box is a larger grey button labeled 'New Department Registration'.

6. Otherwise, fill out the form. The first person to register for a department is assigned as Administrator.

PLEASE LOG IN

Dept# 096 Department Name Sample Agency

New Department Contact Person

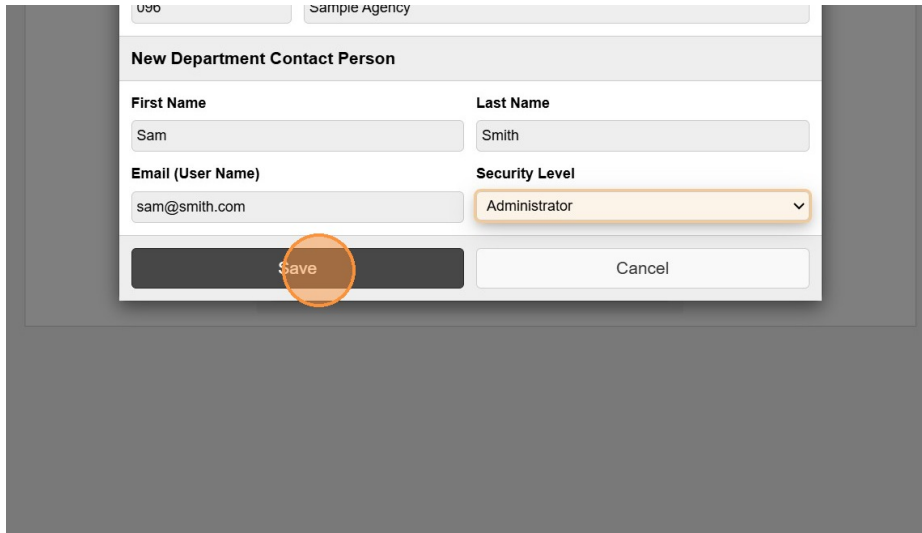
First Name Sam Last Name Smith

Email (User Name) sam@smith.com Security Level Administrator

Save Cancel

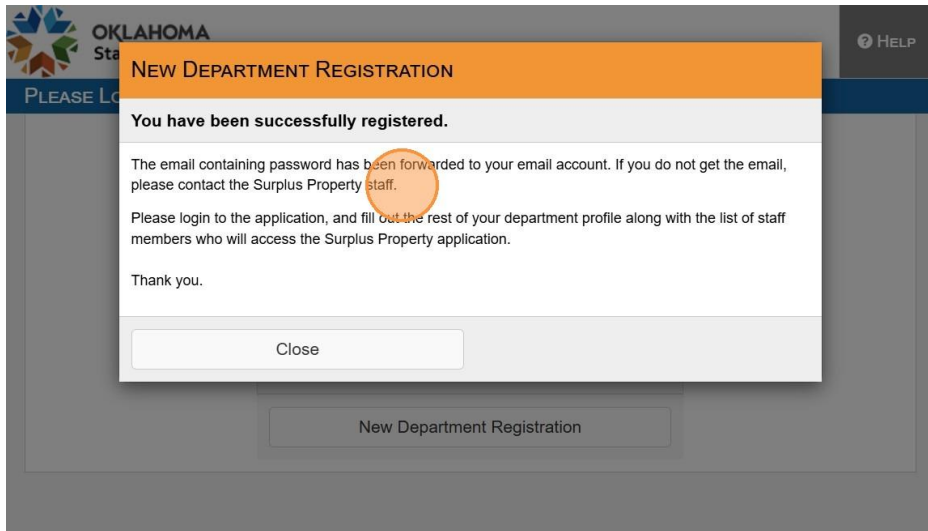
Detailed description: This is a screenshot of a web application interface. At the top left, there is a blue header with the text 'PLEASE LOG IN'. Below this is a white form box. The form has two input fields: 'Dept#' with the value '096' and 'Department Name' with the value 'Sample Agency'. Below these fields is a grey bar with the text 'New Department Contact Person'. Underneath this bar are four input fields: 'First Name' with the value 'Sam', 'Last Name' with the value 'Smith', 'Email (User Name)' with the value 'sam@smith.com', and 'Security Level' with a dropdown menu showing 'Administrator'. At the bottom of the form box are two buttons: 'Save' (dark grey) and 'Cancel' (light grey). The 'Save' button is circled in orange. Below the form box is a larger grey button labeled 'New Department Registration'.

7. Click "Save"



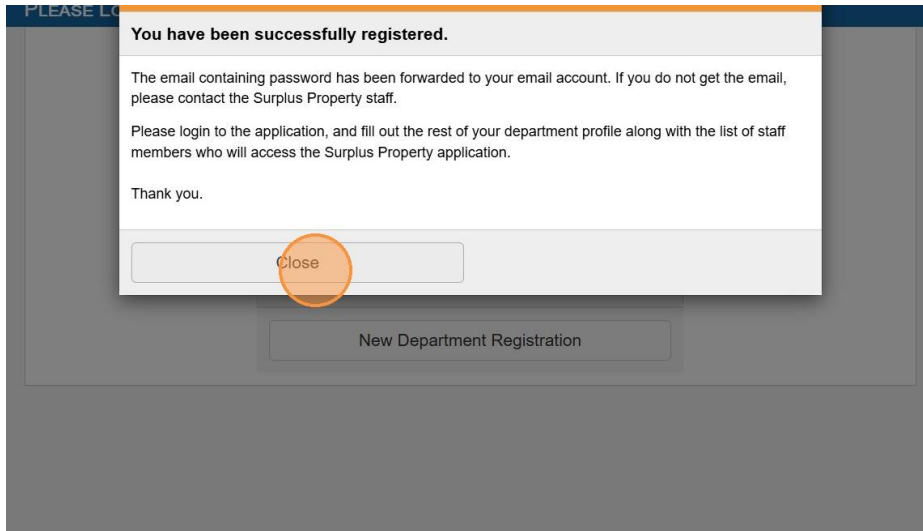
The screenshot shows a web form titled "New Department Contact Person". At the top, there are two input fields: "User" and "Sample Agency". Below this, the form is divided into two columns. The left column contains "First Name" (input field with "Sam") and "Email (User Name)" (input field with "sam@smith.com"). The right column contains "Last Name" (input field with "Smith") and "Security Level" (dropdown menu with "Administrator" selected). At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in orange.

8. The email containing a link to create a password has been forwarded to your email account. If you do not get the email, please contact the Surplus Property staff."

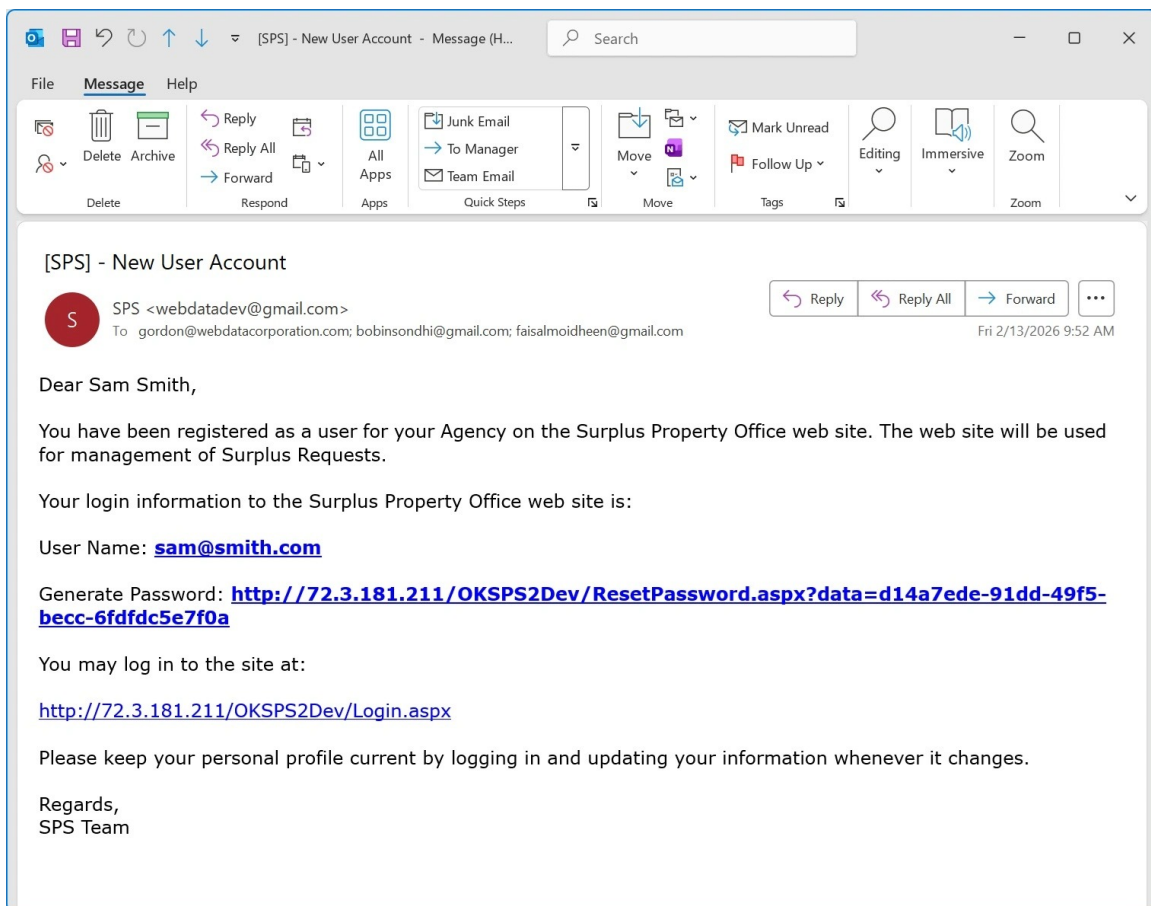


The screenshot shows a web page with a header for "OKLAHOMA State" and a "HELP" button. A modal window titled "NEW DEPARTMENT REGISTRATION" is displayed. The modal contains the following text: "You have been successfully registered." followed by "The email containing password has been forwarded to your email account. If you do not get the email, please contact the Surplus Property staff." The text "has been forwarded" is circled in orange. Below this is another paragraph: "Please login to the application, and fill out the rest of your department profile along with the list of staff members who will access the Surplus Property application." and "Thank you." At the bottom of the modal is a "Close" button. In the background, a "New Department Registration" button is visible on the page.

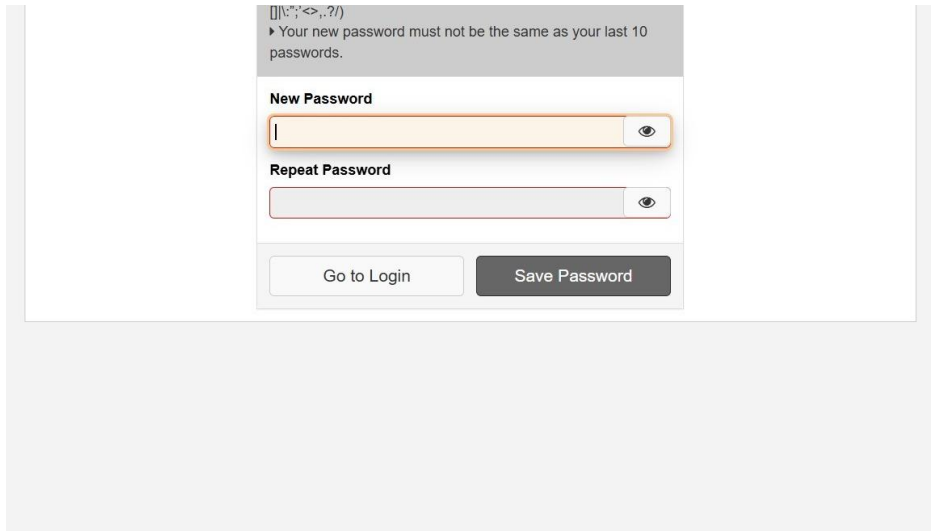
## 9. Click "Close"



## 10. You will receive this email with a link to create your password.



11. Clicking the link will take you to this screen.



[[\';<>.,?)]

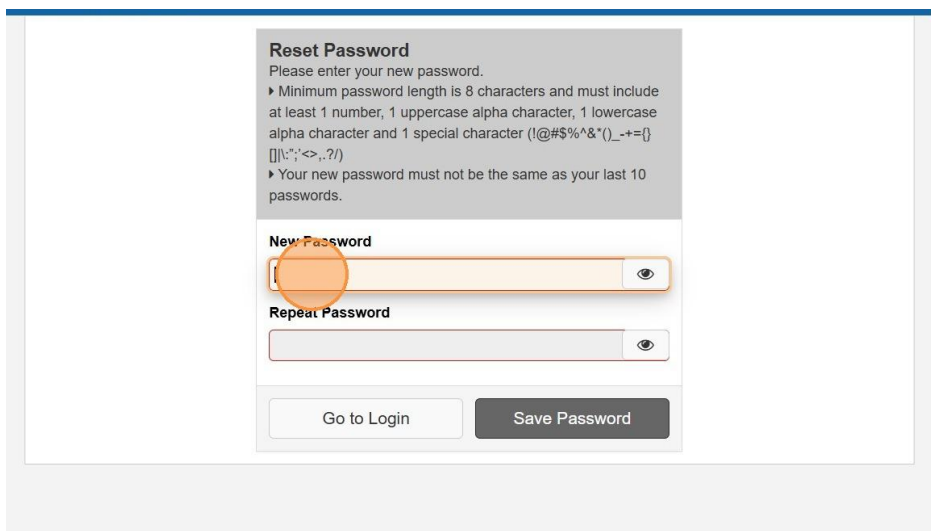
▶ Your new password must not be the same as your last 10 passwords.

**New Password**

**Repeat Password**

[Go to Login](#) [Save Password](#)

12. Read the password instructions and enter your password.



**Reset Password**

Please enter your new password.

▶ Minimum password length is 8 characters and must include at least 1 number, 1 uppercase alpha character, 1 lowercase alpha character and 1 special character (!@#%&\*()\_+={})

[[\';<>.,?)]

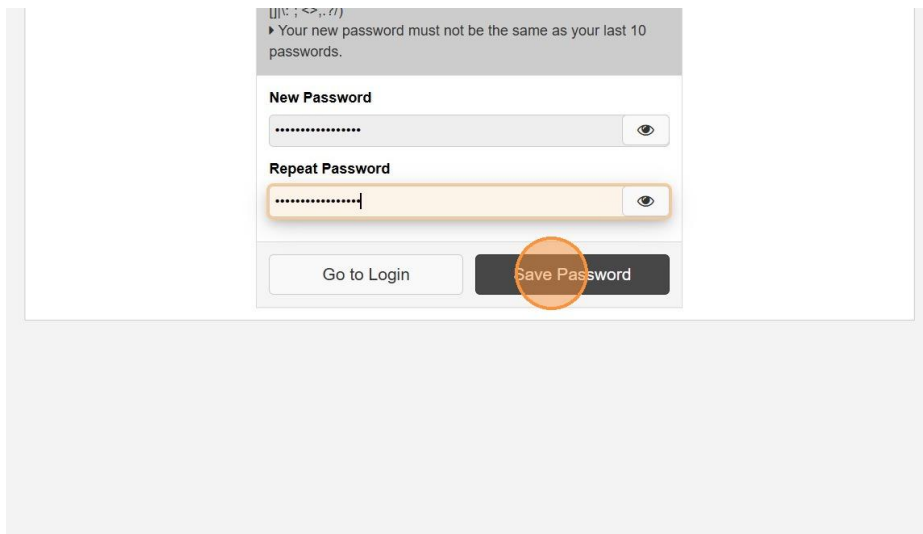
▶ Your new password must not be the same as your last 10 passwords.

**New Password**

**Repeat Password**

[Go to Login](#) [Save Password](#)

### 13. Click "Save Password"



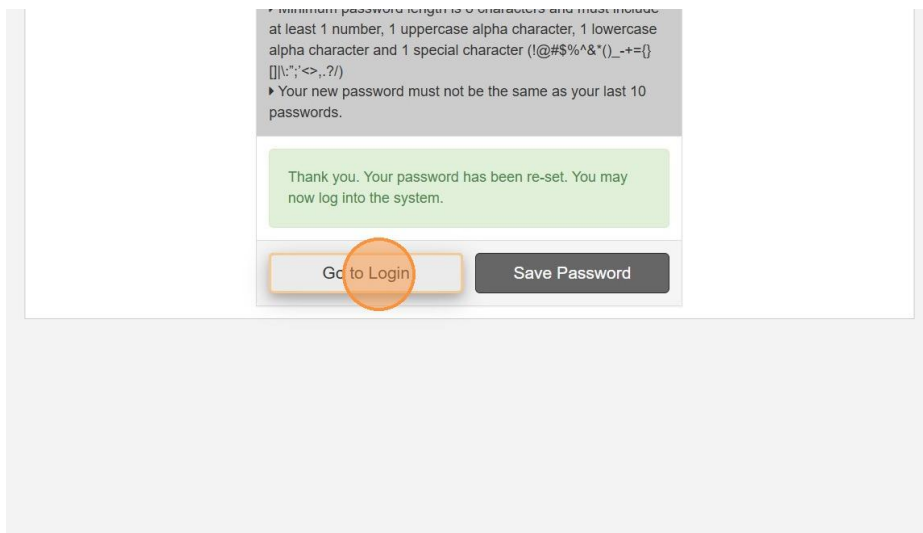
[[\';<>.,?/]]  
▶ Your new password must not be the same as your last 10 passwords.

**New Password**  
.....

**Repeat Password**  
.....

[Go to Login](#) [Save Password](#)

### 14. Click "Go to Login"



Minimum password length is 8 characters and must include at least 1 number, 1 uppercase alpha character, 1 lowercase alpha character and 1 special character (!@#%&^\*()\_+={})  
[[\';<>.,?/]]  
▶ Your new password must not be the same as your last 10 passwords.

Thank you. Your password has been re-set. You may now log into the system.

[Go to Login](#) [Save Password](#)

15. Login with you username (email) and password.

PLEASE LOGIN

Please Login

Email  
sam@smith.com

Password [Forgot Password?](#)  
.....|

Remember Me

16. Click "Menu"

OKLAHOMA State Surplus

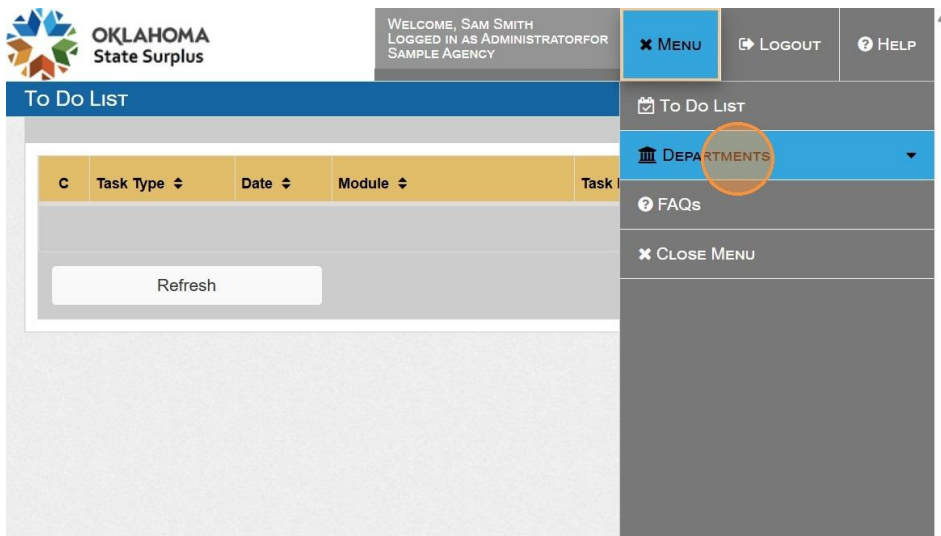
WELCOME, SAM SMITH  
LOGGED IN AS ADMINISTRATOR FOR  
SAMPLE AGENCY

MENU LOGOUT HELP

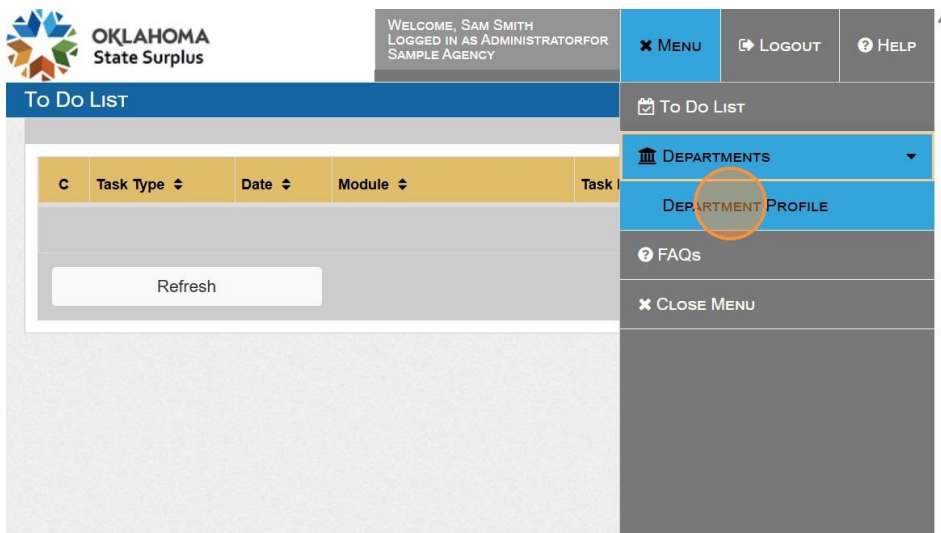
To Do List

C	Task Type	Date	Module	Task Details
Total Records: 0				
Refresh			Print	

17. Click "Departments"



18. Click "Department Profile"



19. Enter a short name for your agency/department. If yours is a main agency under the state of Oklahoma, choose it from the drop-down list. If your agency is a sub-agency or department in a agency, choose your parent agency (if it's already present in the drop-

down list). As more agencies register in the system, you can return to this screen and make any necessary changes.

OKLAHOMA State Surplus

WELCOME, SAM SMITH  
LOGGED IN AS ADMINISTRATOR FOR  
SAMPLE AGENCY

MENU LOGOUT HELP

DEPARTMENTS: DEPARTMENT PROFILE

DEPARTMENT USERS

Notes: Approved: X

Dept#	Department Name	Short Name	Parent Department
096	Sample Agency	SA	State of Oklahoma

Addresses Add New

Phones Add New Distribution Accounts Add New

20. To Add your agency addresses, Click "Add New"

OKLAHOMA State Surplus

WELCOME, SAM SMITH  
LOGGED IN AS ADMINISTRATOR FOR  
SAMPLE AGENCY

MENU LOGOUT HELP

DEPARTMENTS: DEPARTMENT PROFILE

DEPARTMENT USERS

Notes: Approved: X

Dept#	Department Name	Short Name	Parent Department
096	Sample Agency	SA	State of Oklahoma

Addresses Add New

Phones Add New Distribution Accounts Add New

21. When entering your main agency address, click the "Main" checkbox.

The screenshot shows a web application interface for Oklahoma State. At the top, there is a header with the Oklahoma State logo, the text 'OKLAHOMA Sta', and a user greeting 'WELCOME, SAM SMITH LOGGED IN AS ADMINISTRATORFOR'. Below the header, there is a navigation bar with 'DEPARTMENT' and 'DEPT# 096'. The main content area is titled 'ADDRESS' and contains a form with the following fields:

Bldg #	Building Name	Street Address	P.O.Box	City	State	Zip	+4	Main
100	Agency Building	123 High Street		Oklahoma City	OK	11111		<input type="checkbox"/>

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Main' checkbox is highlighted with an orange circle.

22. Click "Save"

The screenshot shows the same web application interface as the previous one. The 'ADDRESS' form is still open, but the 'Main' checkbox is now checked. The 'Save' button is highlighted with an orange circle.

Bldg #	Building Name	Street Address	P.O.Box	City	State	Zip	+4	Main
100	Agency Building	123 High Street		Oklahoma City	OK	11111		<input checked="" type="checkbox"/>

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with an orange circle.

23. When entering your agency phone number, Click "Add New"

The screenshot shows a web interface for managing a department. At the top, there are input fields for 'Dept#' (096), 'Department Name' (Sample Agency), 'Short Name' (SA), and 'Parent Department' (State of Oklahoma). Below this is an 'Addresses' section with one entry: 'Agency Building #100 , 123 High Street , Oklahoma City OK, 11111'. The 'Phones' section is highlighted with an orange circle around its 'Add New' button. At the bottom, there are buttons for 'New Department', 'Save', 'Cancel', 'Delete', and 'Print'.

24. Enter the phone number with no spaces, select the phone type and check the "Main" checkbox.

The screenshot shows a 'PHONE' modal dialog box overlaid on the department management interface. The dialog has three input fields: 'Phone Number' (4055555555), 'Ext.' (empty), and 'Phone Type' (Dept. Main Phone). A 'Main' checkbox is checked. Below the fields are 'Save' and 'Cancel' buttons. The background interface is dimmed, showing the same department management form as in the previous screenshot.

25. Click "Save"

OKLAHOMA State Department of Transportation

WELCOME, SAM SMITH  
LOGGED IN AS ADMINISTRATOR FOR

PHONE

Phone Number	Ext.	Phone Type	Main
4055555555		Dept. Main Phone	<input checked="" type="checkbox"/>

Save Cancel

Dept# 096 Department Name Sample Agency Short Name SA Parent Department State of Oklahoma

Addresses Add New

Agency Building #100 , 123 High Street , Oklahoma City OK, 11111

Phones Add New Distribution Accounts Add New

26. To add your agency's Credit and Debit accounts, click "Add New". Credit accounts are used for you to receive sales proceeds from Surplus sales (where appropriate). Debit accounts are used if you purchase property from the Surplus department.

Dept# 096 Department Name Sample Agency Short Name SA Parent Department State of Oklahoma

Addresses Add New

Agency Building #100 , 123 High Street , Oklahoma City OK, 11111

Phones Add New Distribution Accounts Add New

(405) 555-5555 Dept. Main Phone

New Department Add New Save Add New Cancel Delete Print

27. Select the "Credit" option. (Your account structures may be different)

The screenshot shows a web application interface for Oklahoma State. A modal window titled "DISTRIBUTION ACCOUNT" is open. The "Type" dropdown menu is set to "Credit" and is circled in orange. The form contains several input fields: "Account", "Org", "Fund", "Function", "Project", "Program", and "User Defined". At the bottom of the modal are "Save" and "Cancel" buttons. The background shows a sidebar with "DEPARTMENT" and "Dept# 096", and a main content area with "Addresses" and "Phones" sections.

28. Fill out the fields and click "Save"

The screenshot shows the same "DISTRIBUTION ACCOUNT" modal window. The "Type" dropdown is still "Credit". The "Account" field contains "11111", "Org" contains "11111", and "Fund" contains "111111". The "Function" field contains "11111", "Project" contains "1111111111111111", "Program" contains "11111", and "User Defined" contains "11111111". The "Save" button is circled in orange. The background interface remains the same as in the previous screenshot.

29. Click "Add New" to repeat the process for a debit account.

The screenshot shows a web form for a department profile. At the top, there are fields for Dept# (096), Department Name (Sample Agency), Short Name (SA), and Parent Department (State of Oklahoma). Below these are sections for Addresses, Phones, and Distribution Accounts. The 'Add New' button for the Distribution Accounts section is circled in orange. At the bottom, there are buttons for 'New Department', 'Save', 'Cancel', 'Delete', and 'Print'.

Dept#	Department Name	Short Name	Parent Department
096	Sample Agency	SA	State of Oklahoma

**Addresses** Add New

<input checked="" type="checkbox"/>	Agency Building #100 , 123 High Street , Oklahoma City OK, 11111	<input type="text"/>	<input type="text"/>
-------------------------------------	--	----------------------	----------------------

**Phones** Add New

<input checked="" type="checkbox"/>	(405) 555-5555 Dept. Main Phone	<input type="text"/>	<input type="text"/>
-------------------------------------	---------------------------------	----------------------	----------------------

**Distribution Accounts** Add New

<input type="text"/>	Credit 11111-11111-11111-11111-1111111111111111-11111-111111	<input type="text"/>	<input type="text"/>
----------------------	--	----------------------	----------------------

New Department Alt+N Save Alt+S Cancel Delete Print

30. You'll notice your account is not yet approved by the Surplus department, so you are limited to filling out your agency profile and users until your account is approved.

The screenshot shows the Oklahoma State Surplus Department Profile page. The top navigation bar includes the Oklahoma State Surplus logo, a welcome message for Sam Smith, and links for Menu, Logout, and Help. The main content area is titled 'DEPARTMENTS: DEPARTMENT PROFILE' and has tabs for 'DEPARTMENT' and 'USERS'. The 'DEPARTMENT' tab is active. Below the tabs, there are buttons for 'Notes' and 'Approve'. The 'Approve' button is circled in orange. The form below is identical to the one in the previous screenshot.

OKLAHOMA State Surplus

WELCOME, SAM SMITH  
LOGGED IN AS ADMINISTRATOR FOR  
SAMPLE AGENCY

MENU LOGOUT HELP

DEPARTMENTS: DEPARTMENT PROFILE

DEPARTMENT USERS

Notes: Approve:

Dept#	Department Name	Short Name	Parent Department
096	Sample Agency	SA	State of Oklahoma

**Addresses** Add New

<input checked="" type="checkbox"/>	Agency Building #100 , 123 High Street , Oklahoma City OK, 11111	<input type="text"/>	<input type="text"/>
-------------------------------------	--	----------------------	----------------------

**Phones** Add New

<input checked="" type="checkbox"/>	(405) 555-5555 Dept. Main Phone	<input type="text"/>	<input type="text"/>
-------------------------------------	---------------------------------	----------------------	----------------------

**Distribution Accounts** Add New

<input type="text"/>	Credit 11111-11111-11111-11111-1111111111111111-11111-111111	<input type="text"/>	<input type="text"/>
----------------------	--	----------------------	----------------------

31. Click "Users"

The screenshot shows the Oklahoma State Surplus system interface. At the top left is the logo and text "OKLAHOMA State Surplus". To the right, a grey bar contains the text "WELCOME, SAM SMITH LOGGED IN AS ADMINISTRATOR FOR SAMPLE AGENCY" and buttons for "MENU", "LOGOUT", and "HELP". Below this is a blue header bar that reads "DEPARTMENTS: DEPARTMENT PROFILE". The main content area has two tabs: "DEPARTMENT" and "USERS", with "USERS" being the active tab and circled in orange. Below the tabs are sections for "Notes" and "Approved:" (with a red 'X' icon). A table displays department information:

Dept#	Department Name	Short Name	Parent Department
096	Sample Agency	SA	State of Oklahoma

Below the table are sections for "Addresses", "Phones", and "Distribution Accounts", each with an "Add New" button. The "Addresses" section shows one entry: "Agency Building #100 , 123 High Street , Oklahoma City OK, 11111". The "Phones" section shows one entry: "(405) 555-5555 Dept. Main Phone". The "Distribution Accounts" section shows one entry: "Credit 11111-11111-11111-11111-".

32. Click the Pencil icon to edit your own user profile.

The screenshot shows the Oklahoma State Surplus system interface. At the top left is the logo and text "OKLAHOMA State Surplus". To the right, a grey bar contains the text "LOGGED IN AS ADMINISTRATOR FOR SAMPLE AGENCY" and buttons for "MENU", "LOGOUT", and "HELP". Below this is a blue header bar that reads "DEPARTMENTS: DEPARTMENT PROFILE". The main content area has two tabs: "DEPARTMENT" and "USERS", with "USERS" being the active tab and circled in orange. Below the tabs, the text "Sample Agency" is displayed. A table lists users:

A	Individual Name	Title	Security Level	Phone	E
X	Sam Smith	Admin	Administrator		

Below the table, the text "Total Records: 1" is displayed. At the bottom, there is a "New User" button with a keyboard shortcut "Alt+N". The pencil icon in the user row is circled in orange.

33. Check the box to confirm you have a signature on file with OMES.

The screenshot shows a web application window titled "Assign Existing User". At the top, there is a dropdown menu labeled "DEPARTM" with "Select:" next to it. Below this is a "Notes:" field with a document icon. The main form area contains several fields: "First Name" (text input with "Sam"), "Last Name" (text input with "Smith"), "Job Title" (text input with "Admin"), and "Security Level" (dropdown menu with "Administrator"). Below these is an "Email" field with "sam@smith.com". To the right of the email field is the "Signature With OMES?" checkbox, which is currently unchecked and highlighted with an orange circle. Below the email field is a "Phones" section with an "Add New" button. To the right of the "Add New" button is a section titled "Authorized to approve Disposal Requests" with a red "X" icon and the text "Dept# 096 Sample Agency". At the bottom of the form are "Save" and "Cancel" buttons.

34. "Add New" to enter your main phone number.

This screenshot is identical to the one above, showing the "Assign Existing User" form. In this view, the "Add New" button in the "Phones" section is highlighted with an orange circle. The "Signature With OMES?" checkbox is now checked, indicated by a blue checkmark. All other elements, including the "Save" and "Cancel" buttons, remain the same.

35. Type the phone number with no spaces select the phone type and click the Main checkbox.

OKLAHOMA State  
WELCOME, SAM SMITH  
LOGGED IN AS ADMINISTRATOR FOR

PHONE

Phone Number	Ext.	Phone Type	Main
4055556666		Phone	<input checked="" type="checkbox"/>

Save Cancel

First Name	Last Name	JOB Title	Security Level
Sam	Smith	Admin	Administrator

Email: sam@smith.com

Signature with OMES?

Phones Add New

Authorized to approve Disposal Requests

- Dept# 096 Sample Agency

36. Click "Save"

OKLAHOMA State  
WELCOME, SAM SMITH  
LOGGED IN AS ADMINISTRATOR FOR

PHONE

Phone Number	Ext.	Phone Type	Main
4055556666		Phone	<input checked="" type="checkbox"/>

Save Cancel

First Name	Last Name	JOB Title	Security Level
Sam	Smith	Admin	Administrator

Email: sam@smith.com

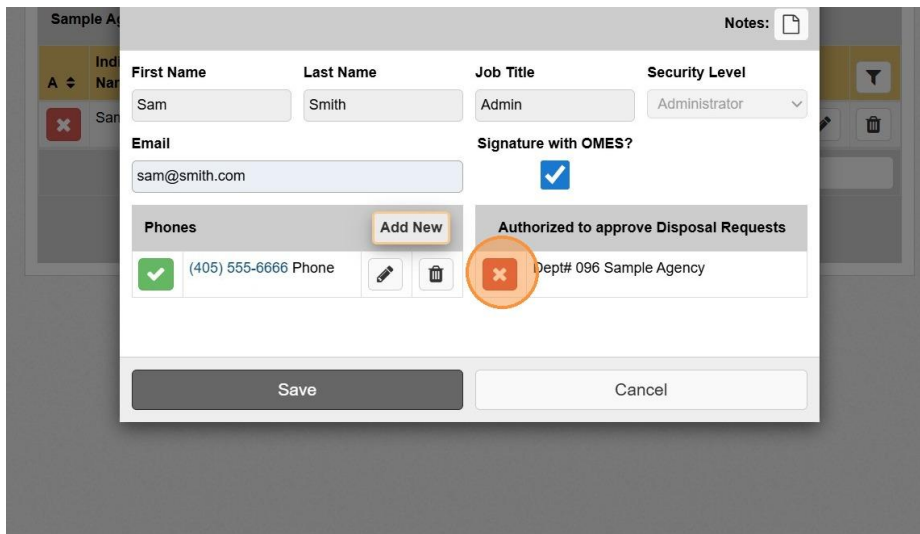
Signature with OMES?

Phones Add New

Authorized to approve Disposal Requests

- Dept# 096 Sample Agency

37. Click the red X to authorize yourself to approve Disposal Requests. As you add users, you, as the administrator, can assign this privilege to selected individuals.



Sample Agency

Notes: [icon]

First Name	Last Name	Job Title	Security Level
Sam	Smith	Admin	Administrator

Email: sam@smith.com

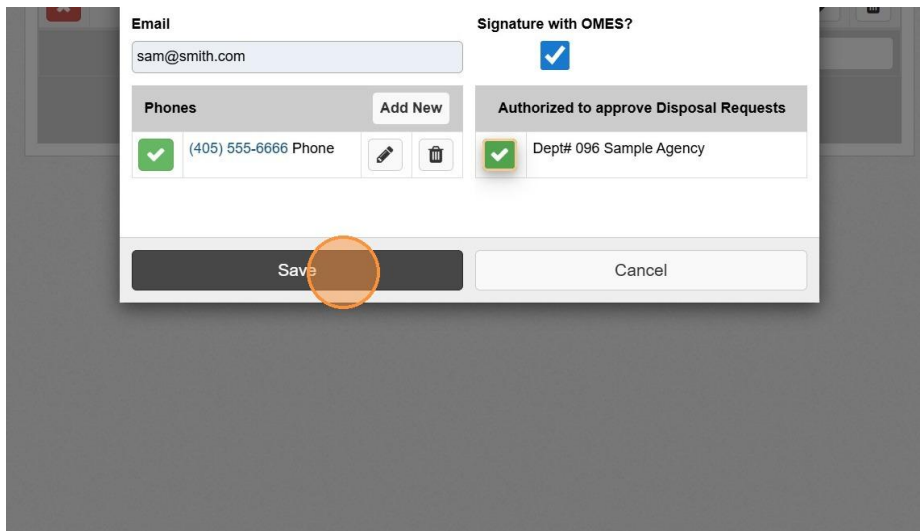
Signature with OMES?

Phones: Add New

Authorized to approve Disposal Requests	
<input checked="" type="checkbox"/>	(405) 555-6666 Phone
<input checked="" type="checkbox"/>	Dept# 096 Sample Agency

Save Cancel

38. Click "Save"



Sample Agency

Notes: [icon]

First Name	Last Name	Job Title	Security Level
Sam	Smith	Admin	Administrator

Email: sam@smith.com

Signature with OMES?




Phones: Add New

Authorized to approve Disposal Requests	
<input checked="" type="checkbox"/>	(405) 555-6666 Phone
<input checked="" type="checkbox"/>	Dept# 096 Sample Agency

Save Cancel

39. Add as many users as you need for your agency.

The screenshot shows a web interface for managing users. At the top, there are tabs for 'DEPARTMENT' and 'USERS'. Below the tabs, the text 'Sample Agency' is displayed. A table lists user information with columns: 'A', 'Individual Name', 'Title', 'Security Level', 'Phone', and 'E'. The table contains one entry for 'Sam Smith' with the title 'Admin' and security level 'Administrator'. To the right of the table, there are icons for email, edit, and delete. Below the table, it says 'Total Records: 1'. At the bottom, a 'New User' button is highlighted with an orange circle, with 'Alt+N' written next to it.

A	Individual Name	Title	Security Level	Phone	E
<input checked="" type="checkbox"/>	Sam Smith	Admin	Administrator	(405) 555-6666	  

40. When the Surplus department has approved your agency profile, the next time you log in you will have access to the other menus items.

The screenshot shows a login form titled 'PLEASE LOGIN'. The form has a header 'Please Login'. Below the header, there are two input fields: 'Email' with the value 'sam@smith.com' and 'Password' with a masked password '.....'. To the right of the password field is a 'Forgot Password?' link. Below the password field is a 'Remember Me' checkbox. To the right of the checkbox is a 'Login' button, which is highlighted with an orange circle. Below the login form is a 'New Department Registration' link.

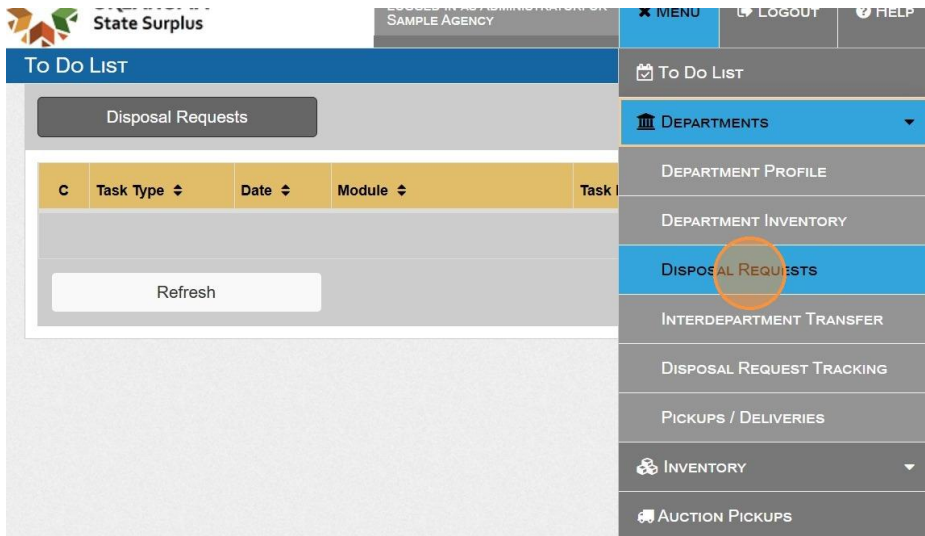
41. Click the Menu button

The screenshot shows the top navigation bar of the Oklahoma State Surplus application. On the left is the logo and the text "OKLAHOMA State Surplus". In the center, a user is logged in as "ADMINISTRATOR FOR SAMPLE AGENCY". On the right, there are buttons for "MENU", "LOGOUT", and "HELP". The "MENU" button is circled in orange. Below the navigation bar is a "To Do List" section with a "Disposal Requests" header, a table with columns for "C", "Task Type", "Date", "Module", and "Task Details", and buttons for "Refresh" and "Print".

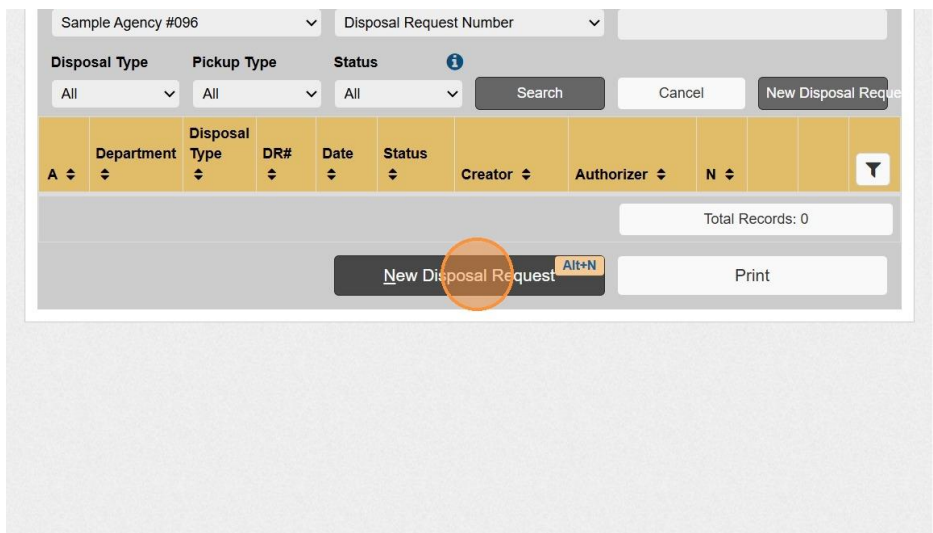
42. Click "Departments"

This screenshot shows the application with the "MENU" button clicked, opening a dropdown menu. The "DEPARTMENTS" option is circled in orange. The dropdown menu includes "To Do List", "DEPARTMENTS", "INVENTORY", "AUCTION PICKUPS", "REPORTS", "FAQs", and "CLOSE MENU". The background shows the "To Do List" section with the "Disposal Requests" header and a "Refresh" button.

43. Click "Disposal Requests"



44. Click New Disposal Request"



45. Click the checkbox to certify that your signature is on file with OMES. Users can still create disposal requests without having a signature on file.

The screenshot shows the 'NEW DISPOSAL REQUEST' form in the Oklahoma State website. A modal window is open, highlighting a required checkbox. The text in the modal reads: 'REQUIRED: By checking this box, you certify that your signature is on file with OMES Central Purchasing as an employee of the agency named herein and authorized to surplus items for the agency.' Below this, it states: 'Agencies may not dispose of surplus property without prior approval of OMES. It is the responsibility of the surplus agency to: (1) delete these items from its inventory and notify OMES Risk Management, if applicable, for deletion from insurance coverage; and, (2) maintain surplus records in accordance with 74 O.S. § 62.1 et. seq.' The 'OK' button is visible at the bottom of the modal. The background form includes fields for 'Disposal Method', 'OMES File #', and several checkboxes for item characteristics and funding sources.

46. Click "OK"

This screenshot shows the same 'NEW DISPOSAL REQUEST' form as the previous one, but the 'OK' button in the modal window is now highlighted with an orange circle, indicating it is the next step to click. The modal text remains the same, including the required checkbox and the disclaimer about disposal procedures. The background form is partially visible, showing the same fields as in the previous screenshot.

47. Now you are ready to create your first Disposal Request. Remember to check the Help files on each screen for guidance.

The screenshot shows the 'DEPARTMENTS: DISPOSAL REQUESTS' interface. The top navigation bar includes 'WELCOME: SAM SMITH', 'LOGGED IN AS ADMINISTRATOR FOR SAMPLE AGENCY', 'MENU', 'LOGOUT', and 'HELP'. The 'HELP' button is highlighted with a red box and a red arrow. Below the navigation bar, there are tabs for 'SEARCH', 'ADD / EDIT', 'REJECTED ITEMS', and 'APPROVED ITEMS'. The main form contains several sections: 'Department' (Sample Agency #096), 'Contact Person for this Disposal Request' (Sam Smith), 'Who will authorize this Disposal Request?' (Select), 'Disposal Items' (Select), 'Disposal Type' (Turn into Surplus), 'DR#' (Pending), 'Date' (02/13/2026), and 'Status' (Pending). There are also fields for 'OMES Fleet Administrator' and 'OMES Surplus Administrator'. A yellow warning box states: 'The property listed below is surplus to the needs of this agency for the following reason(s)'. Below this, there are checkboxes for reasons: 'No longer needed to perform the duties of the agency', 'Broken and cost to repair is not economical', and 'Obsolete and not compatible with newer equipment'. There are also radio button questions: 'Will this request contain Data-Bearing Electronics?', 'Are any items purchased with sponsored or federal funds, and/or subject to (OSP) requirements?', and 'Was any item used with hazardous material (chemical, biological, or radioactive)?'. The 'Pickup Type' is 'Surplus Property Office' and 'Does this request include items that require disassembly or removal from walls/ceilings?' has radio buttons for 'No' and 'Yes'. A text field for 'Pickup Instructions' is also present. At the bottom, there is a table with columns: Room, Item, Qty, Tag#, Serial#, Model, Manufacturer. Below the table, there are buttons for 'New Disposal Request', 'Save', 'Cancel', 'Delete', and 'Print'. The footer contains the text '© 2026 Web Data Corporation. All Rights Reserved.'