

## Change in Surplus: Furniture Only

Furniture coming to Surplus has expanded dramatically over the past several months, and now makes up 20% of all excess requests. We love the reutilization opportunities this is creating! However, in order to better manage this increased flow and provide for metrics reporting, we need to institute the following change:

Effective Monday 10/21, there will no longer be a SPARC request required for excess furniture removals. Instead, please directly generate the 'customer-funded' work request through the BGM web site in order to have the pickup scheduled via UG2. (This is simply a reversal of actions currently performed by departments and Surplus). This will provide you with more visibility of your request and much less back-and-forth communication regarding proper approvers, contacts, etc. Please be sure to itemize the furniture items (e.g. 12 chairs, 4 bookcases, 2 desks, etc.). LBRE, UG2 and Surplus will communicate behind the scenes on maintaining metrics and generating any secondary "child" work orders for PSSI if needed.



SPARC requests already in the queue will be scheduled and completed under the current process.

We feel this will reduce administrative effort for all parties involved, improve efficiency in the collection process, and provide enhanced inventory tracking.

**PLEASE NOTE:** If you are utilizing a third party vendor for delivering furniture to Surplus, a SPARC request will still be required. We will need this for tracking/reporting.

Also please note that this change pertains to furniture only – all other categories continue to use the established SPARC Excess Request procedures.

Thank you,  
-PMO and Surplus Sales

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