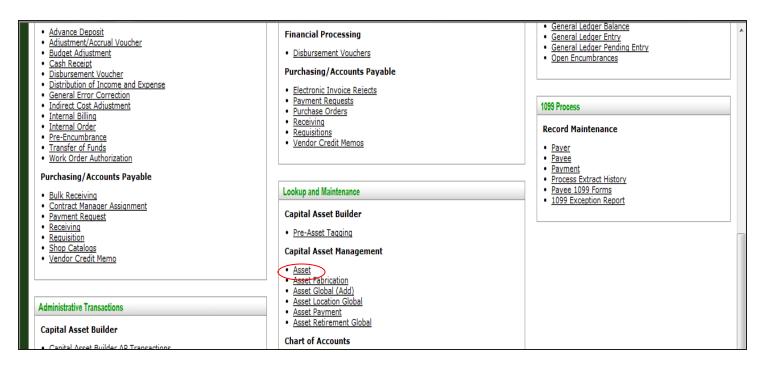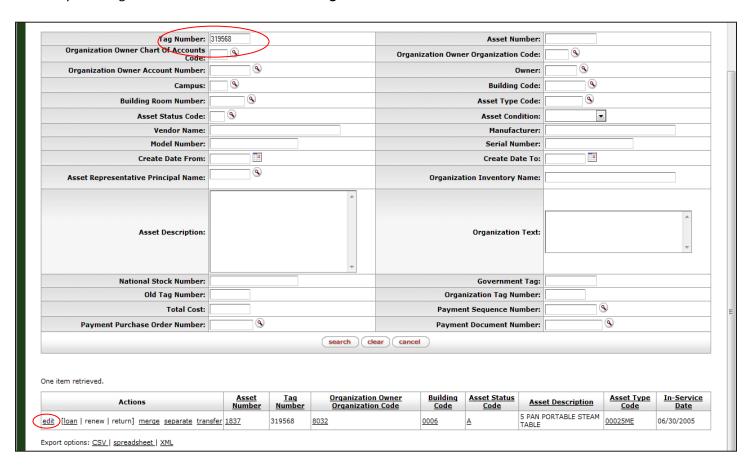# Transferring Capital Equipment To Surplus

First you need to find the asset you wish to surplus. On the Main Menu screen under the **Lookup and Maintenance** box in the middle of the screen look under the **Capital Asset Management** heading and click on **Asset**.
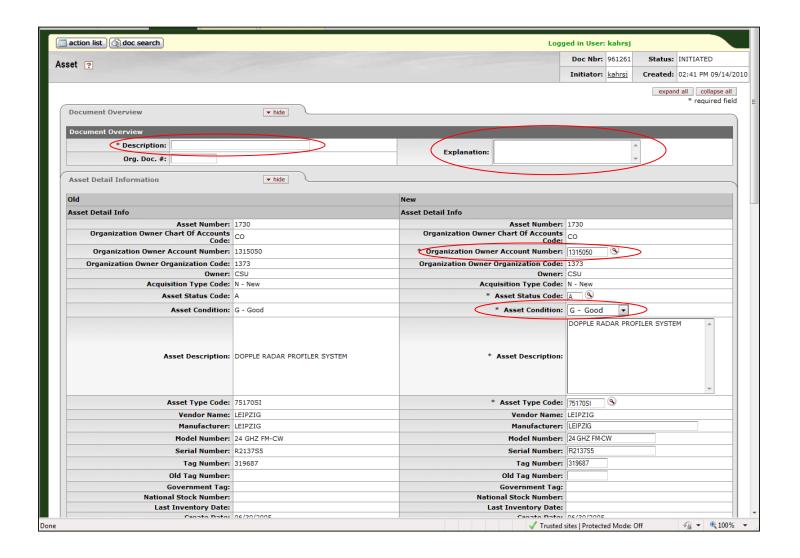

Search by entering the CSU decal number into the **Tag Number** field.

Once you find your asset, click on **Edit** in the actions to the left.

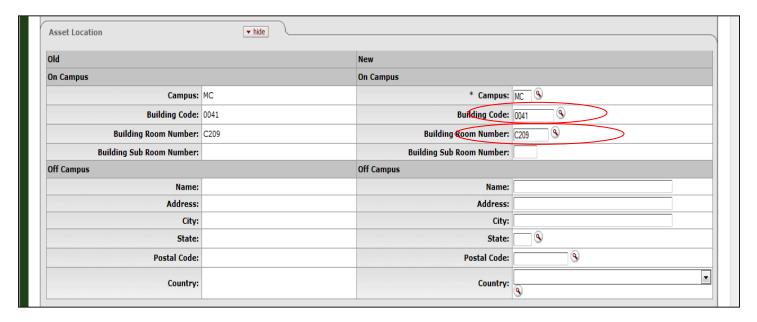You will see the following asset document screen:

As with all other documents in Kuali, you will need to enter a **Description** in the **Document Overview** tab.
Example: Transferring freezer to surplus

You can use the explanation field (also located in the **Document Overview** tab) to put in any specific notes for surplus property that would aid them in picking up your equipment.
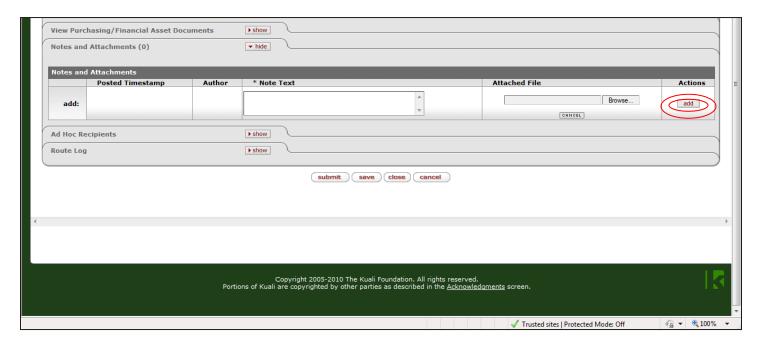*Examples:* Please contact Kelly at 1-2345 to coordinate pickup

The next tab is the **Asset Detail Information** tab. You'll see all of the current asset info on the left, and a place to enter the new asset info on the right. Enter the new **Organization Owner Account Number**. The Organization Account Number loads the correct department number on the form. The surplus account number will be **2288400**. Department 6026 will show on the form. You may also change the **Asset Condition** in this tab if necessary.

Next you will need to enter the physical location where surplus can find and pick up the asset on the **Asset Location** tab. The **Building Code** and **Building Room Number** fields will need to be filled in. (If they are already correct you don't need to do anything here!)

If you need to attach any documentation to your document you will do so in the **Notes and Attachments** field. Examples of this would be the forms that need to be filled out for surplus when you are surplussing refrigerators and freezers. You must remember to click on the **Add** button after you have attached your file or your attachment will be lost!

Click on submit when you are finished. You should see the message **Document was successfully submitted** at the top of the document! If not you will instead see in red lettering an explanation of the problem – correct the error and resubmit.