



Sign-In



Username

Password

Sign In

[Login Using SSO](#)

Forgot your [username](#) or [password](#)?



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Surplus

Transfer

Internal Transfer

Quick Search Surplus Transfers

Surplus Transfer Number

Search

➤ Search Surplus Transfers

➤ Adhoc Search Surplus Transfers

➤ Create Surplus Transfer

From Position \*

Notes

-- Property Information --

Workday Location \*

Location Notes \*

-- Contact Information --

Contact Person \*

Contact Phone \*

Contact Email \*

Delivery Type \*

Requested Date \*

Create



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### Transfer Sidebar

Surplus

Transfer

Internal Transfer

### Quick Search Surplus Transfers

Surplus Transfer Number

Search

➤ Search Surplus Transfers

➤ Adhoc Search Surplus Transfers

➤ Create Surplus Transfer

From Position \*

SSO - SSO DEFAULT POSITION FOR NEW USERS NOT ASSIGN A POSITION - Not I

Notes

#### -- Property Information --

Workday Location \*

Location Notes \*

#### -- Contact Information --

Contact Person \*

RYAN FITZGERALD

Contact Phone \*

(775) 784-4134

Contact Email \*

QA@INCIRCUIT.COM

Delivery Type \*

Requested Date \*

Create



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- Users
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Successfully created Surplus Header. Please add your assets. X

Transfer Sidebar

- Surplus
- Transfer
- Internal Transfer

Surplus Detail

Surplus Number: 2100048  
 Creation Date: 07/29/2021  
 Submit Approval Date:   
 Submit Approval User:   
 Close Out Date:   
 Close Out User:   
 From Position: P0103878 - Admin Assistant 2 - Brett Pollak - 000191874  
 Requester: FITZGERALD, RYAN  
 Method: SURPLUS  
 Notes: In office on table  
 Requested Date: 08/17/2021  
 Pickup Date:   
 Delivery Type: NSHEBCN Pickup  
 Pickup Approved:   
 Pickup Cost:

[Edit](#) [Close Out](#) [Pickup Labels](#)

-- Property Information --

Sales Type:   
 Workday Location: UNR01-010-SEM-0321 - Class Lab - Scrugham Engineering And  
 Location Notes: Must fill this field in

-- Contact Information --

Contact Person: Brett Pollack  
 Contact Phone: 775-682-5912  
 Contact Email: bpollak@unr.edu

Add Assets

Tag Number \*

[Add Asset](#)

[Create New Asset](#) [Transfer by Filter](#)

Assets

There are no assets on this surplus.

[Cancel](#) [Remove Asset](#) [Submit For Approval](#) [Print Labels \(PDF\)](#) [Print Detail](#)

[Documents & Images](#)


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**Insert Surplus Asset**

Close    Save & Same    Save & New    Save & Done    Save & Add Images

**NON-TAGGED ASSET INSERT**

Tag Number \*

Asset Type \*  

Asset Description \*

Position \*

**-- Summary --**

Condition  ▼

Serial Number

Make/Manufacturer

Model

Model Year

**-- Notes --**

Notes 1

Notes 2

Notes 3

Quantity \*

UoM \*



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Transfer Sidebar

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[Edit](#) [Close Out](#) [Pickup Labels](#)

-- Property Information --

Sales Type:   
 Workday Location: UNR01-010-SEM-0321 - Class Lab - Scrugham Engineering Anc  
 Location Notes: Must fill this field in

-- Contact Information --

Contact Person: Brett Pollack  
 Contact Phone: 775-682-5912  
 Contact Email: [bpollak@unr.edu](mailto:bpollak@unr.edu)

Add Assets

Tag Number \*

[Add Asset](#)

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Assets

View	Tag Number	Description	Serial Num/VIN	Original Grant	Qty Sent	Qty Rcvd	Sales Price	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images	Notes
	2100048-001-NT	5 gallon Jug	-	-	1	-	\$0.00	-	In Transfer	-	-	-	<a href="#">0</a>	-

Download

row(s) 1 - 1 of 1

[Cancel](#) [Remove Asset](#) [Submit For Approval](#) [Print Labels \(PDF\)](#) [Print Detail](#)

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