Surplus Workflow Instructions
•General Management – Surplus Workflow

*User Profile; My Processes*
• General Management – Surplus Workflow

*FIN_Equipment Surplus Processing
General Management – Surplus Workflow

*Start Workflow; OK*

- Organization: Root
- Workflow Name: FIN_G_EquipSurpProc:8
- Workflow Specifics Name: ES-JSOBIER1-GENACCT-111915
- Priority: Normal
- Workflow Note:

[Image of a user interface with options to start workflow, reset, or cancel]
• General Management – Surplus Workflow

*Workflow Name*

![Workflow Status](image_url)
**Equipment Surplus Form**

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**Required Fields**
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**Workflow Specific Name:**  
ES-JSOBIER1-GENACCT-111915

**Initiator Information**

- **Initiator Submit Date/Time:** 11/24/2015, 11:57 AM
- **Initiator Mesa Login ID:** jsobier1
- **Initiator Name:** Joy Sobieralski
- **Initiator Phone No. (e.g. 3-xxxx and xxx-xxxx-xxxx):** 3-9595

**Department Information**

- **Department:** General Accounting
- **Equipment Liaison Mesa Login ID:** jsobier1

List of equipment liaisons for each department can be found here:
Equipment Liaison List

Do you want to end this workflow to stop further processing?
- Yes
- No

!! An attachment is required to submit this workflow. Please click 'Attach File' in 'Attachments' box below and be sure to select 'EquipmentSurplusForm' radio button before attaching the file. A copy of the 'Equipment Surplus Form' can be found here:
Equipment Surplus Form Link

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**Attachments**

[Attach File]
General Management – Surplus Workflow

*Select file and Attach*
**Equipment Surplus Form**

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**Workflow Specific Name:** ES-JSOBIER1-GENACCT-111915

[Initiator Information]
- **Initiator Submit Date/Time:** 11/24/2015, 11:57 AM
- **Initiator Mesa Login ID:** jsobier1
- **Initiator Name:** Joy Sobierski
- **Initiator Phone No. (e.g. 3-xxxx and xxx-xxx-xxx?):** 3-9585

[Department Information]
- **Department:** General Accounting
- **Equipment Liaison Mesa Login ID:** jsobier1

List of equipment liaisons for each department can be found here:
[Equipment Liaison List]

* Do you want to end this workflow to stop further processing?
  - Yes
  - No

!! An attachment is required to submit this workflow. Please click 'Attach File' in 'Attachments' box below and be sure to select 'EquipmentSurplusForm' radio button before attaching the file. A copy of the 'Equipment Surplus Form' can be found here:
[Equipment Surplus Form Link]

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**Attachments**

- **EquipmentSurplusForm**
  - EquipmentSurplusExcel2014-GenAcct.xlsx (15 KB)
  - 24-Nov-2015 12:05:23 PM
  - [Update] [Remove]