

To request a Salvage pickup, follow the guidelines below

1. Log on to BETS via the Internet or by clicking on the following link:

<http://bets.berkeley.edu/BETS/home/BetsHome.cfm>

1. Select Field 1 by clicking on the drop down menu.

2. Then enter the Property number or select the Property Number option from the drop down menu.

The screenshot shows the 'Asset Admin' section of the BETS system. At the top is a navigation bar with links for Equipment, Reports, System Admin, Requests, and Settings. Below this, the 'Asset Admin' title is displayed. The search interface includes several dropdown menus: 'Prop No' (empty), 'Scope' (set to 'Inventorial'), 'Unit' (set to 'All'), and 'Custody' (set to 'All'). To the right of these is a 'Search' button. Below the search filters, there is a row with 'Property No' (a dropdown menu), 'contains' (a dropdown menu), a text input field (highlighted in yellow), and an 'AND' dropdown menu. Below this row is a '-Select Field 2-' dropdown menu and a 'Reset' button. A table with the following headers is visible: Property No, Serial No, Custody, Building, Room, and Description. The table body is empty. At the bottom right, there is a 'New Inv Asset' button.

3. Enter the item's property number in the open field. It will now be titled Property No. and click on the "Search" button.

Asset	Images	Documents	Messages	Financial	Custom	History
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Prop No 2018-10-00801 **Status** Active **Agency**
Serial No 373703434 **PO/Ref No** BB01107449 **Comp of** **Value** \$34,960.01
Acq Code 31 UC **Rec Date** 08/24/2018

Physical Attributes

Custody 1446|Qb3 Institute **Verif Date** mm/dd/yyyy **Theft Sensitive Item** ☐
Condition New **Excellent** **Utilization** 100% **Special Use** Not Defined

Location

Building STANLEY|1149 **Room** B104 **Place**

PI/Users

Name	Email	Phone	UID
Conboy			

Equipment

Description	Model No	Manufacturer	EQCode	Life
multi-mode-reader-w/injectors	ID 3	spectramax	E8400	8

Chart of Accounts(COA)

Location 1 **Account** 54210 **Fund** 52016 **Dept ID** 31150 **Program** 44 **CF 1** **CF 2** IQIRC

--Select Action--
UC Berkeley Surplus Transfer
Interdepartmental Transfer
Disposal
Loan
--Select Action--

Save

- On the Asset record screen: Select Action, choose UC Berkeley Surplus Transfer.
- Click the "GO" button.

UC Berkeley Surplus Transfer **GO**

Asset	Images	Documents	Messages	Financial	Custom	History
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UC Berkeley Surplus Transfer Request

- ☐ Provide Pickup information in Comment/Note field
- ☐ Click on Submit button to submit EIMR Transfer Request

Transfer To

Custody 0143|UC Berkeley Surplus

Building Regatta 3200A|1024A **Room** E120

Request Salvage Cage No

Comment/Note

Type in Salvage pickup instructions: Contact Name, Email address, phone number

body p

Submit

- Type in Comment/Note Contact information and additional pickup instructions.
- Click the "Submit" button.

Your transfer is approved by UC Surplus. Central Distribution will schedule the pickup with the department contact.

If a salvage cage is needed contact centdist@berkeley.edu for this request.