

Stanford University Reuse Site

**A brief User Guide for Accessing the site, posting ads,
claiming items and associated communications.**

Accessing the reuse site:

Two options: <https://reuse.stanford.edu> or <https://sparc.stanford.edu>

If accessing via SPARC, from the home page, click on ReUse Request:



Stanford University | Property Administration Resource Center (SPARC)

SPARC Home page

- About
- Authorities
- Getting Started
- Quick Links
- Help

SPARC
Stanford Property Administration Resource Center

Excess Request
Stanford's Property Management Office provides this application for electronic routing and tracking of excess requests.

DPA Directory
This directory is for obtaining contact information of Department Property Administrators (DPAs) throughout the University.

SFA Catalog Request
This application is provided for DPAs to request new catalog combinations (model numbers) to be added to the database.

SFA DPA Screening
For use by DPA's to perform auditable screening reports on capital acquisitions. Enter the resulting report number in the approval comment field of the requisition. May also be used for general asset searches.

Tag Order Request
Stanford's Property Management Office provides this application for requesting Tagging Supplies Order forms.

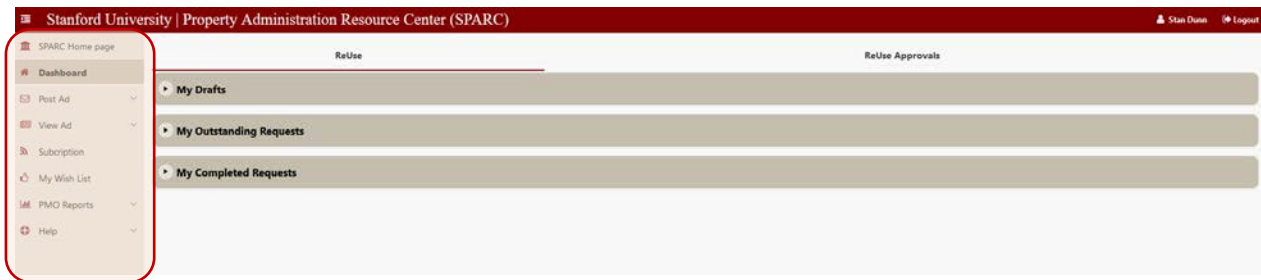
ReUse Request
Stanford's Property Management Office provides this application to "advertise" usable items (Stanford owned) that are no longer needed. These items are available for sale or at no charge for transfer to another department.

Surplus Sales
This site is available to staff and students with a valid SUNet ID, and is used to highlight items available for sale through the Surplus Property Sales department, the sole authorized selling agent for Stanford-owned material.

PLEASE NOTE: THIS SITE IS FOR THE REUTILIZATION OF MATERIAL ON THE STANFORD CAMPUS, AND IS NOT FOR PERSONAL USE, INCLUDING HOME OFFICE SETTINGS.

FURTHER, THE SITE IS RESTRICTED TO PERMANENT UNIVERSITY STAFF ONLY – STUDENTS, AFFILIATES, AND TEMPORARY STAFF DO NOT HAVE ACCESS.

When you first log into the ReUse application, you'll be on your 'dashboard' page:

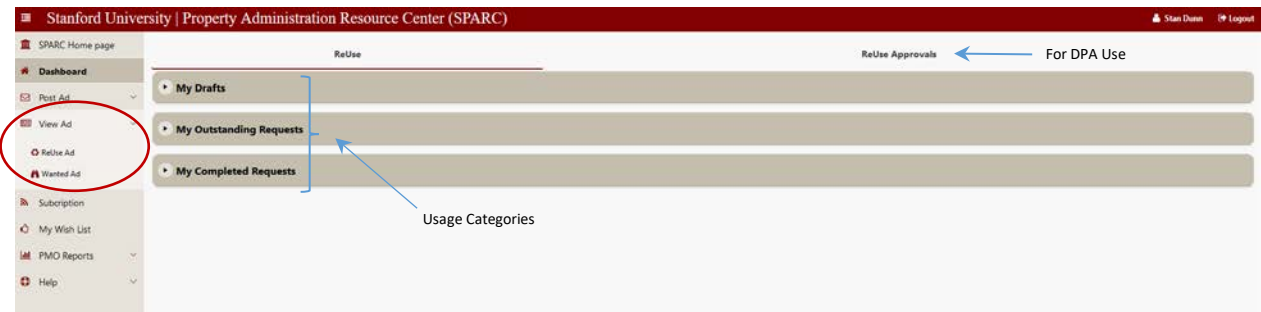


Note the navigation pane to the left. This is where you select your desired action – to view current ads, post an ad, subscribe to email alerts, etc. (reports are limited to select internal office staff in PMO).

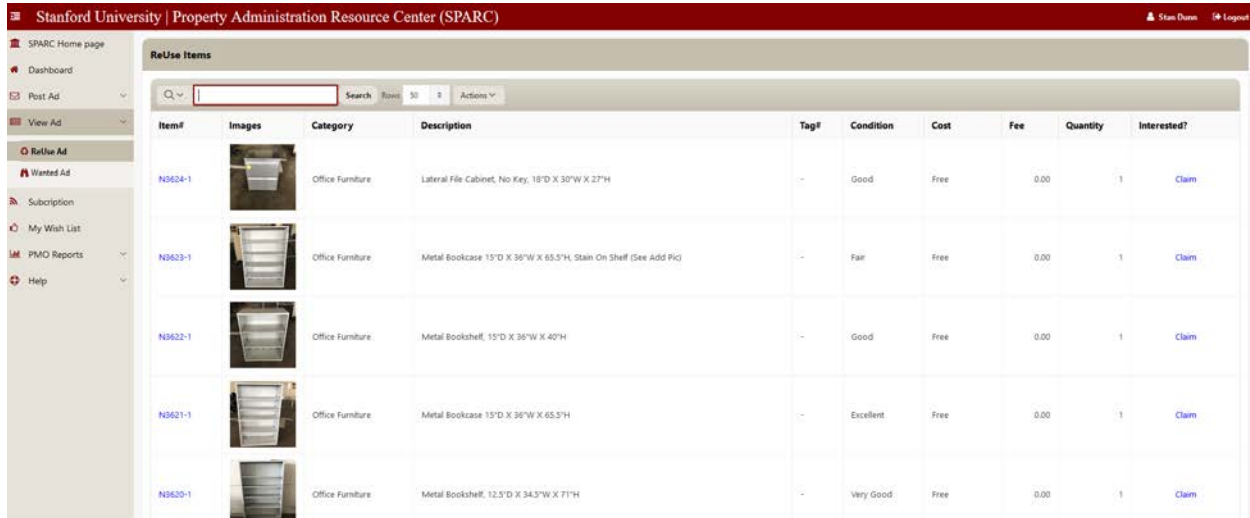
There are also collapsible categories of your own activity on the site, that will show your current drafts of postings not yet submitted, your current postings (outstanding requests), and your postings that have been completed.

For Department Property Administrators, there is also an Approval Tab, used to approve the posting of tagged equipment or to funnel the ad to an internal department email address list prior to releasing the ad to the campus at large. (Note: if no action taken for non-tagged items within three business days, the ad will be pushed to the campus at large).






To view current ads, click the small down arrow next to "View Ad", and select which type of ads you wish to see – posted items (ReUse Ad) or want ads (Wanted Ad).



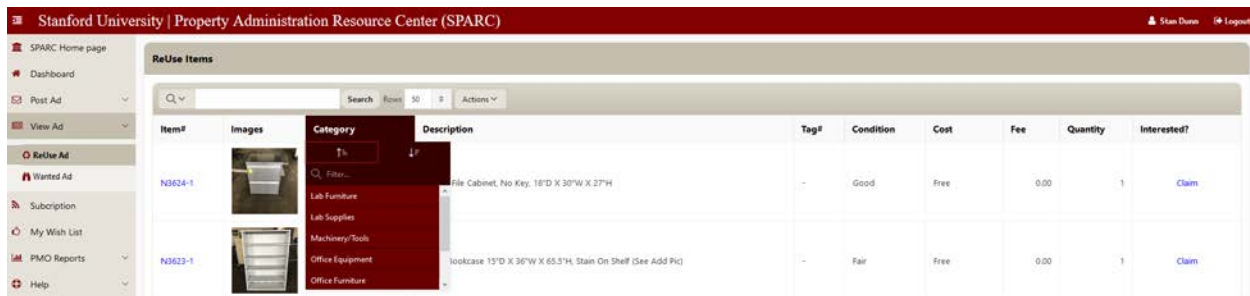
ReUse Ad viewing:





The screenshot shows the 'ReUse Items' page in the SPARC system. The page has a dark red header with 'Stanford University | Property Administration Resource Center (SPARC)' and user information. A left sidebar contains navigation options like 'SPARC Home page', 'Dashboard', 'Post Ad', 'View Ad', 'ReUse Ad', 'Wanted Ad', 'Subscription', 'My Wish List', 'PMO Reports', and 'Help'. The main content area features a search bar and a table of items. The table columns are: Item#, Images, Category, Description, Tag#, Condition, Cost, Fee, Quantity, and Interested?. Five items are listed, all with a quantity of 1 and a 'Claim' link.

Item#	Images	Category	Description	Tag#	Condition	Cost	Fee	Quantity	Interested?
N3624-1		Office Furniture	Lateral File Cabinet, No Key, 18"D X 30"W X 27"H	-	Good	Free	0.00	1	Claim
N3623-1		Office Furniture	Metal Bookcase 15"D X 36"W X 65.5"H, Stain On Shelf (See Add Pic)	-	Fair	Free	0.00	1	Claim
N3622-1		Office Furniture	Metal Bookshelf, 15"D X 36"W X 40"H	-	Good	Free	0.00	1	Claim
N3621-1		Office Furniture	Metal Bookcase 15"D X 36"W X 65.5"H	-	Excellent	Free	0.00	1	Claim
N3620-1		Office Furniture	Metal Bookshelf, 12.5"D X 34.3"W X 71"H	-	Very Good	Free	0.00	1	Claim

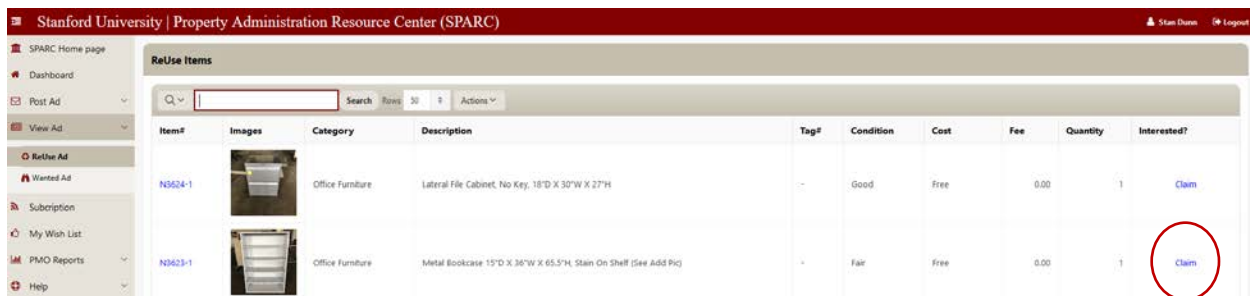
Ads will appear sorted by most recent postings. Any of the data column headers can be used to sort and filter as desired:





This screenshot shows the same 'ReUse Items' page, but with a dropdown menu open over the 'Category' column header. The dropdown menu lists several categories: 'Lab Furniture', 'Lab Supplies', 'Machinery/Tools', 'Office Equipment', and 'Office Furniture'. The 'Office Furniture' option is currently selected, and the table below it shows only the items from that category.

Item#	Images	Category	Description	Tag#	Condition	Cost	Fee	Quantity	Interested?
N3624-1		Office Furniture	Lateral File Cabinet, No Key, 18"D X 30"W X 27"H	-	Good	Free	0.00	1	Claim
N3623-1		Office Furniture	Bookcase 15"D X 36"W X 65.5"H, Stain On Shelf (See Add Pic)	-	Fair	Free	0.00	1	Claim

If there is an item you wish to claim for your department, and there is a quantity greater than zero, simply click the 'claim' link to the right.



This screenshot shows the 'ReUse Items' page with the 'Claim' link for the second item (N3623-1) circled in red. The table shows the same two items as the previous screenshot.

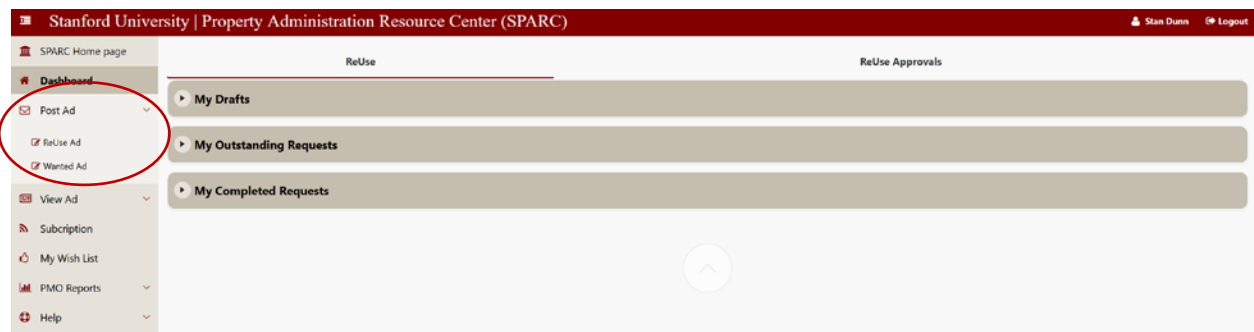
Item#	Images	Category	Description	Tag#	Condition	Cost	Fee	Quantity	Interested?
N3624-1		Office Furniture	Lateral File Cabinet, No Key, 18"D X 30"W X 27"H	-	Good	Free	0.00	1	Claim
N3623-1		Office Furniture	Metal Bookcase 15"D X 36"W X 65.5"H, Stain On Shelf (See Add Pic)	-	Fair	Free	0.00	1	Claim

Clicking "Claim" will cause the application to send an email notification to the poster of the ad with your contact information. They will reach out to you to arrange for collecting the item from their department.

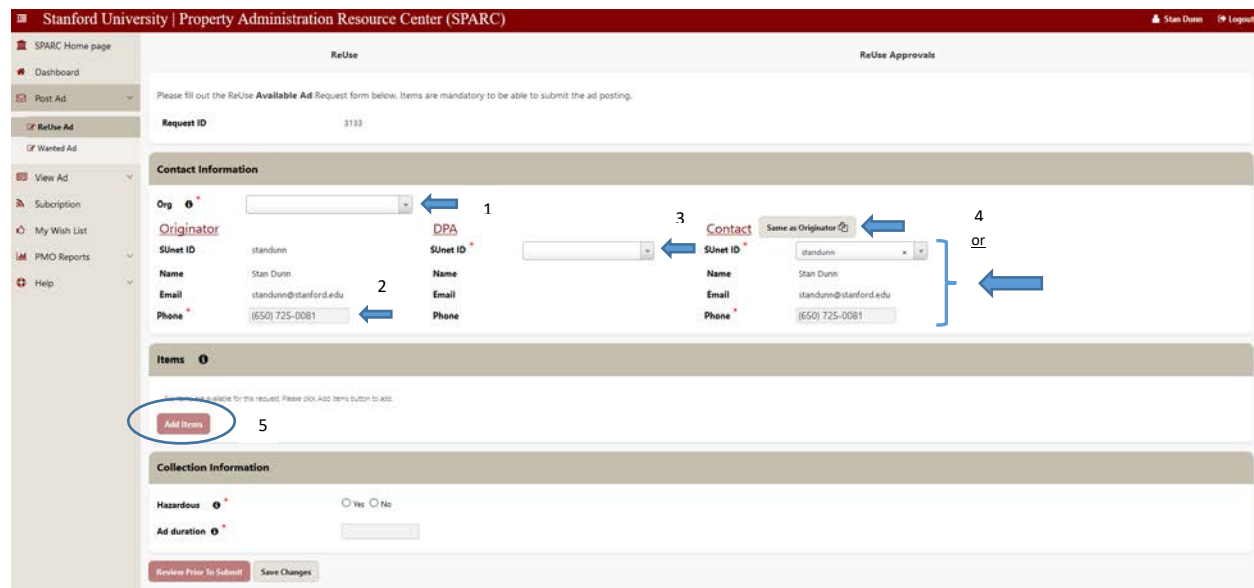
POSTING AN AD

BEFORE YOU BEGIN – The application will need to know the organization you are in – select organization codes (org codes) have been selected from the Org Hierarchy to be used in property activities. A full searchable list of these codes, along with the name or your local Department Property Administrator (DPA) can be found in the DPA Registry in the SPARC platform (<https://sparc.stanford.edu>). Search with three or more characters against a department name, DPA name or org code. You will need the org code when posting your ad.

To post an ad to have something taken from your department for reuse elsewhere, from your dashboard screen click the down arrow next to Post Ad, then select ReUse Ad:



The entry screen for your ad will appear. Your name and information will automatically populate:

A screenshot of the 'ReUse Available Ad Request' form in the SPARC system. The form is titled 'Please fill out the ReUse Available Ad Request form below. Items are mandatory to be able to submit the ad posting.' and has a 'Request ID' of 2133. The 'Contact Information' section is divided into 'Originator' and 'Contact' fields. The 'Originator' section has fields for 'Org' (with a pull-down menu), 'SInet ID' (filled with 'standunn'), 'Name' (Stan Dunn), 'Email' (standunn@stanford.edu), and 'Phone' ((650) 725-0081). The 'Contact' section has fields for 'DPA SInet ID' (with a pull-down menu), 'Name' (Stan Dunn), 'Email' (standunn@stanford.edu), and 'Phone' ((650) 725-0081). There are blue arrows and numbers 1 through 5 pointing to specific fields: 1 points to the 'Org' pull-down, 2 points to the 'Email' field, 3 points to the 'DPA SInet ID' pull-down, 4 points to the 'Name' field, and 5 points to the 'Add Items' button. Below the contact information is an 'Items' section with a message 'No items are available for this request. Please click ADD ITEMS button to add.' and an 'Add Items' button. The 'Collection Information' section has a 'Hazardous' checkbox (set to 'No') and an 'Ad duration' field. At the bottom are 'Reverse Prior To Submit' and 'Save Changes' buttons.

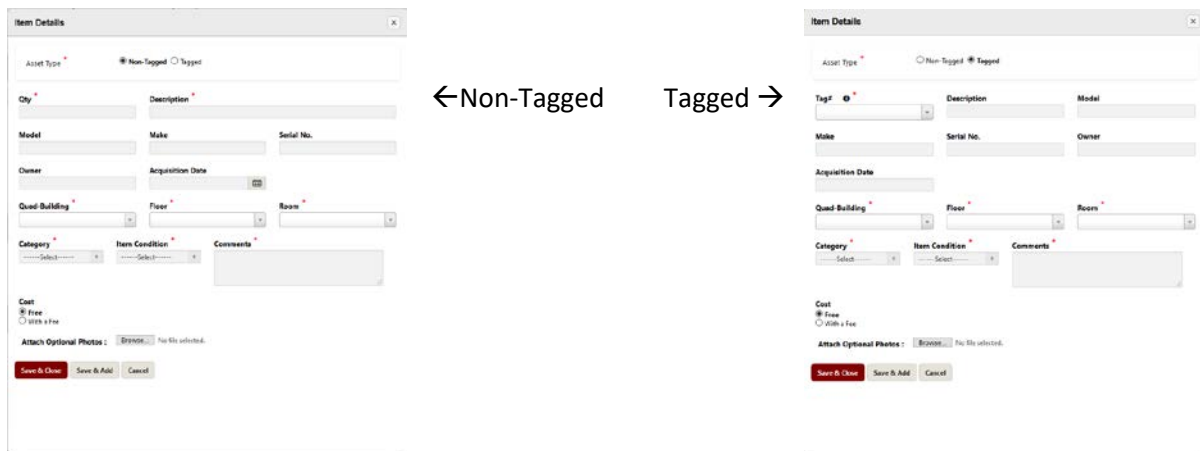
Enter your phone number (this information will not appear in the ad – if someone claims your item(s), you will receive an email notification with their contact info).

Next, add the org code that you found in the DPA Directory. Use the pull-down menu to enter this information. Next, select the DPA SUnet from the pull down menu for DPA. Once selected,

their contact info will also appear. Finally, enter the Contact information for the person who will respond to claimants. If this is also you, just click the “Same as Originator” button.

All of this information will be stored for future postings as well, so you don’t need to repeat these steps (other than to update if needed).

Now you are ready to add the item(s) you want to post! Click on the “Add Items” button. A dialog box will appear. If your item has a Stanford Property barcode tag, click the “Tagged” button. If not, click “Non-Tagged”. The box will populate with the appropriate fields to be entered. (Note: this step is repeated for each item being posted – you can mix tagged and non-tagged items in a single posting action, however, all tagged items must belong to the organization code selected earlier – contact your DPA for assistance as needed).



Fields with an asterix (*) are required. If there is a tag number, enter the last seven digits of that number, and the item’s recorded information will auto-populate. Location information is primarily for internal use, and will not appear in the posting. The Comments section is essentially your “ad copy”, so be sure to enter any specifics here, such as dimensions, functionality or other details to help viewers decide if the item is right for them.

This is also where you can choose if there is a monetary ‘cost’ for the item – if you click “With a Fee”, a field will appear into which you can enter a price. This defaults to Free. See “payments” later in this guide if you are seeking compensation – there are some rules around doing this.

Finally, if you have photos (VERY encouraged, they help a lot!), click the “Browse” button to select and upload them from your computer files.

Once this post is complete, click “Save & Add” to continue posting more items, or “Save & Close” if you’re done. (You will still have a chance to review before the ad posts).

Stanford University | Property Administration Resource Center (SPARC) Stan Dunn Logout

SPARC Home page | Dashboard | Post Ad | **ReUse Ad** | Wanted Ad | View Ad | Subscription | My Wish List | PMO Reports | Help

ReUse ReUse Approvals

Please fill out the ReUse **Available Ad** Request form below. Items are mandatory to be able to submit the ad posting.

Request ID 3133

Contact Information

Org EWR - OFFICE OF RESEARCH ADMINISTRATION OPERATIONS

Originator
SUNet ID standunn
Name Stan Dunn
Email standunn@stanford.edu
Phone (650) 725-0081

DPA
SUNet ID rfeinda
Name Rebecca Galvin
Email rgalvin@stanford.edu
Phone (650) 736-8101

Contact Same as Originator
SUNet ID standunn
Name Stan Dunn
Email standunn@stanford.edu
Phone (650) 725-0081

Items

<input type="checkbox"/>	Item#	Qty	Category	Description	Tag#	Location (Quad-Building,Floor,Room)	Condition	Cost	Fee	Attachments
<input type="checkbox"/>	T3133-1	1	Office Equipment	Computer, Desktop	3166109	70-250, 03, U320.12	Fair	With a Fee	5,000.00	1
<input type="checkbox"/>	T3133-2	1	Office Equipment	Computer, Desktop	3166239	70-250, 03, U320.12	Fair	Free	0.00	0
<input type="checkbox"/>	N3133-3	2	Office Equipment	Very Old Typewriters	-	70-250, 03, U320.12	Fair	Free	0.00	0

Showing 1 - 3 of 3

Deletes: [Add Items](#)

Collection Information

Hazardous Yes No

Ad duration

[Review Prior To Submit](#) [Save Changes](#)

Once you've clicked "Save & Close" you will see a summary page of your postings. You must declare if the items are or contain hazardous material (contamination, radiation, etc.). Here is also where you enter the number of days you want the ad to appear (1-99).

You can also edit any information in the contacts section, or add to the posting if you have more items. You can even open individual items to add photos or edit information by clicking on the Item# (in blue). If you wish to remove any of the posts, check the box to the left of the Item# and click "Delete".

Once satisfied, click on the button "Review Prior to Submit" – this action will alert you to any errors (missed required fields, etc.). If there are no errors, a final review page will appear.

Stanford University | Property Administration Resource Center (SPARC) Stan Dunn Logout

SPARC Home page

Request ID: 3133
 Status: Pre-Submission
 Originator: Stan Dunn
 Email: standunn@stanford.edu
 Phone: (850) 723-0081
 DPA Name: Rebecca Galvin
 Email: rgalvin@stanford.edu
 Phone: (850) 736-8101
 Contact: Stan Dunn
 Email: standunn@stanford.edu
 Phone: (850) 723-0081
 Department: BWR - Office Of Research Administration Operations
 Hazardous: No
 Ad Duration: 1 Days
 Date Submitted:

Items

Item#	Qty	Category	Description	Tag#	Model	Make	Serial No.	Owner	Acquisition Date	Location (Quad-Building, Floor, Room)	Condition	Cost	Fee	Attachments
T3133-1	1	Office Equipment	Computer, Desktop	3166109	GX300	Dell Company	8JH9501	Stanford University	30-Nov-00	70-250, 03, U320.12	Fair	With a Fee	5,000.00	1
T3133-2	1	Office Equipment	Computer, Desktop	3166239	4000	Dell Company	FGQND01	Stanford University	27-Feb-01	70-250, 03, U320.12	Fair	Free	0.00	0
N0133-3	2	Office Equipment	Very Old Typewriters	-	-	Selectric	ibm	-	-	70-250, 03, U320.12	Fair	Free	0.00	0

row(s) 1 - 3 of 3

Note

Add Note

No notes available

Edit Request Submit

This is the last opportunity to make changes, if needed. You can also add a note for approvers. To do so, click “Edit Request”. Otherwise, if everything seems in order, click “Submit”. Your ad will route to your DPA for approval. The DPA has the ability and authority to route your ad to an internal department email list prior to releasing it campus-wide, or simply approve it to post to the campus community. The DPA may also reject the posting if necessary.

Note: Tagged equipment items also require an approval from the Property Management Office (PMO).

If the items are not tagged, and no action is taken by the DPA within three business days, the ad will be pushed to campus-wide view. Tagged items require DPA approval prior to posting campus-wide. PMO will contact the DPA if no action is taken, requesting a decision.

PLEASE NOTE!

Once you post an ad, someone will hopefully ‘claim’ the item – at which point you will receive an email notification with that individual’s contact information – you should contact them at your earliest convenience to let them know how to arrange to pick up their new treasure.

Check your email, especially any ‘spam’ folder(s) in case it gets misdirected.

Posting a Wanted Ad

Log onto the application, and from the pull down menu next to 'Post Ad', select 'Wanted Ad'. The data entry screen will appear. Your information will populate in the Originator fields. Enter the Contact person's information (you will need their SUnet ID), or if it is you, simply click 'Same as Originator'.

Stanford University | Property Administration Resource Center (SPARC) Stan Dunn Logout

SPARC Home page Dashboard Post Ad ReUse Ad Wanted Ad View Ad Subscription My Wish List PMO Reports Help

Please fill out the ReUse Wanted Ad Request form below. Fields marked with a * are required

Request ID 2222

Contact Information

Originator **Contact** Same as Originator

SUnet ID standunn SUnet ID standunn

Name Stan Dunn Name Stan Dunn

Email standunn@stanford.edu Email standunn@stanford.edu

Phone (650) 725-0081 Phone (650) 725-0081

Items

Qty	Category	Description	Model	Make
No data found				

Delete Add Items

Review Prior To Submit Save Changes

Next, click Add Items, and enter the information about what you are looking for. Be specific in the description. Make and Model fields are available if you know that information. Click 'Save Changes', then click 'Review Prior to Submit'. Review the ad – if you want to make changes, click 'Edit Request'. If satisfied, click 'Submit'.

Note: For Want Ads, the poster's contact information is visible to others.

Subscriptions

To subscribe to receive email alerts of postings to the site, simply click on the 'Subscriptions' link in the left navigation pane, and check the boxes of the categories for which you want to be notified, then click 'Submit'.

Stanford University | Property Administration Resource Center (SPARC) Stan Dunn Logout

SPARC Home page Dashboard Post Ad ReUse Ad View Ad **Subscriptions** My Wish List PMO Reports Help

ReUse Subscriptions ReUse Approvals

Category

- Lab Furniture
- Lab Supplies
- Machinery/Tools
- Office Equipment
- Office Furniture
- Office Supplies
- Scientific/Lab Equipment

1 / 7

Submit

Check/uncheck as needed – checked categories are those for which you want notification

Interdepartment 'Sales'

For reused items for which there is monetary compensation, e.g. one department 'selling' an item to another, there are some specific policies that exist:

- Financial transfers must be done via iJournal
- ET 58510 is used for BOTH the credit and the debit (Charges To/From Other Dept)
- ONLY unrestricted university accounts allowed – NO SPONSOR FUNDS
 - Note: To have a sponsor fund *CREDITED* for a sale, contact PMO, there may be certain exceptions for active awards in specific cases
 - Sponsor funds can never be debited for this activity under any circumstances
- These are NOT acquisition cost reallocations
- These are NOT sales (which implies a third party, external to Stanford University), and
- Proceeds are NOT considered revenue.

For any questions please contact the Property Management Office:

Stan Dunn, Associate Director, PMO (standunn@stanford.edu)

Steven Magee, Reutilization Specialist (swmagee@stanford.edu)

Alex Perez, Surplus Property Manager (alex.perez@stanford.edu)

Jimmy Baca, Asst. Surplus Property Mgr. (jimmy.baca@stanford.edu)