

KSU Surplus Equipment Redistribution Site

Frequently Asked Questions

1. **What is my login/password for the Surplus Site?**

Use your current KSU Flashline ID and password.

2. **Why am I unable to log onto the Surplus website?**

Be sure you are using your **current** KSU Flashline ID and password. Your login information for the old surplus website will not work on the new site. If your current Flashline ID and password do not work, please send an email to procurement@kent.edu. Be sure to include the name of your department and your job title.

Please note! The surplus site is accessible only to staff and faculty members. It is not available to student employees, GAs/TAs, etc.

3. **How do I post an available item, or an item that I need, on the surplus site?**

- A. Log on to the surplus website at <https://solutions.kent.edu/Surplus/Default.aspx>
- B. Click on "Add New" (located on the right side, a short distance below the Login button).
- C. Choose either "Add Item Available" or "Add Item Needed" and follow the instructions.
- D. Select a Category and KSU Campus
- E. Fill in a name for the item.
- F. Provide a detailed description of the item in the box provided.
- G. An option to upload a picture of the item is available. While including a picture is helpful and encourages people to respond to the ad, it is **not** required.

Please note! Maximum width for pictures is 350 px.

- H. Any responses to your posting will come directly to your email address.

4. **How long am I required to post an item on the Surplus Site before I can dispose of it?**

30 days

5. **My item has been on the surplus site for 30 days and nobody has claimed it. How do I dispose of the item?**

Go to the following link:

<http://www.kent.edu/procurement/surplus-options.cfm>

If the item in question is **electronic equipment** such as a computer, copier, printer, etc., scroll down until you reach "Electronic Equipment Disposal Procedure". Click on that link. The first part of the page deals with posting items on the surplus site; as you continue down the page, you will find instructions for disposing of electronic items.

For items which are **not** electronic (such as desks, file cabinets, etc.), scroll down to the bottom of the page and click on "Disposal of All Other Items".

Don't see your question here? Please send it in an email to procurement@kent.edu.