

SUBMITTING A WORK ORDER THROUGH FACILITIES

- 1) Go to <https://webapp.usm.maine.edu/FMRequests/>
- 2) Login using your MaineStreet credentials.
- 3) Select “University of Southern Maine” from drop down menu.
- 4) Select campus location (Portland, Gorham, etc) from drop down menu.
- 5) Select “service” as the request type.
- 6) Select building that items will be *moved to* from the drop down menu.
- 7) Provide room number and/or other information (ie “hallway” or “stairwell”) that will help Facilities identify exactly where to go.
- 8) In the description blank, please describe what items your department has picked out at Surplus and where they are going. **IMPORTANT:** Please also include if there are any items that should be picked up at the time of delivery.

Example 1: Susie Que picked out 1 small round table, 1 4-drawer file cabinet, and 2 padded chairs from the Surplus Store to be delivered to her office at 118 Bedford Street. Thank you!

Example 2: The Extracurricular Fun Office has surplus items to declare: 4 monitors, 2 keyboard trays, 4 small metal bookshelves, 1 large whiteboard, and 2 boxes of mixed office supplies.

- 9) Include your chartfield information.
 - a. Department, fund, and account codes are required.
 - i. Example: 6750000-00-61008. The department and fund codes are most crucial. Account code is often “61008” for “interdepartmental services.”
 - b. If you are a grant funded office (ie Muskie), you may also need to include project, program, or class codes as well.
- 10) Please be sure all items with an asterisk are completed.
- 11) Click submit!
 - a. You should get a confirmation page that says your order has been submitted.

Additional Notes:

- In your office, be sure to label any items that are being picked up with a sticky note that says “SURPLUS.” Please tape or securely adhere this to the item.
- Be sure to include all items coming from or going to Surplus in your description. Facilities needs to know beforehand if they will be picking items up in addition to delivering them.

Please contact Emily Eschner at emily.eschner@maine.edu or 615-1007 with any questions.