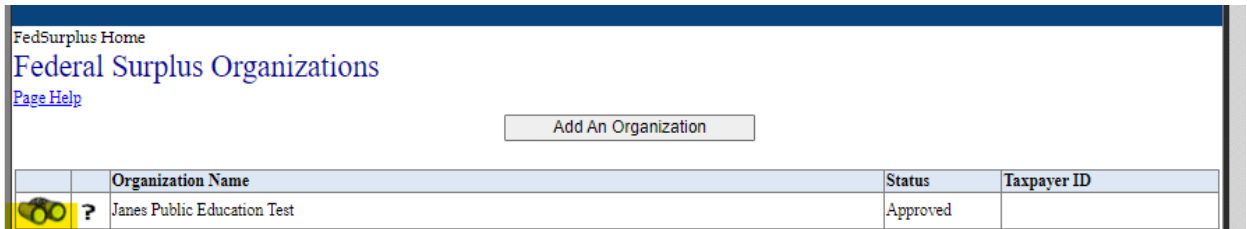


# HOW TO UPDATE YOUR PROPERTY MAINTENANCE

- 1) Sign into your Biznet Account
- 2) Click Working For the State
- 3) Click Federal Surplus (9<sup>th</sup> row down)
- 4) Click on the binoculars on your Organization Name to open your Application



- 5) On the left hand side, click on Review Requests to open your request page

Federal Surplus Organization Application  
FedSurplus Application

**Janes Public Education Test**

OrganizationType \* Veteran Service Organization (VSO) ▼

Organization Name \* Janes Public Education Test

County Windham ▼ Phone \* (860) 680-3200

Email Address \* [REDACTED]

Website Address \* [REDACTED]

Source of Funding \* Other ▼ Specify

Tax Exempt under section 501 of IRS Code of 1954\*  Yes  No

- 6) This request page will show your list of property requests. Click on the property request you are updating.

FedSurplus Review Requests  
Federal Surplus Review Requests

**Janes Public Education Test**  
Add New Property Request

Date Requested	Item Description	Status	Transfer Documents
<a href="#">12/29/2022</a>	Test - Chairs	Not Ordered	No
<a href="#">12/29/2022</a>	Test - Tables	Not Ordered	No

## HOW TO UPDATE YOUR PROPERTY MAINTENANCE

7) On the Federal Surplus Property Request page, scroll to the Inventory Maintenance section. You will complete the following fields:

- Quantity Received
- Date Received (date you picked up the property item)
- Quantity in Use
- Date of First Use
- Comments:
  - condition of property when picked up
  - intended use

8) Once filled out, scroll to the bottom of the page and click Save Result.

The screenshot shows the 'Inventory Maintenance' form with several fields highlighted in yellow. The highlighted fields are: Quantity Received, Date Received (containing '12/29/2022'), Quantity in Use, Date of First Use, Comments, and the Save Result button at the bottom. Other visible fields include Service Fee, Transfer Order No, Restriction Period (with Yes/No radio buttons), Restriction Period Ends, Transferred To (a dropdown menu currently showing 'Veteran Service Organization (VSO)'), Request Return (with Yes/No radio buttons), Quantity Returned for Retransfer, Date Available for Retransfer, and Reason for Return. At the bottom, there are three buttons: 'Save Result' (highlighted), 'Transfer and Compliance Docs', and 'Back'.

**NOTE: If you are no longer using the property, send an email to [DAS.State.Surplus@ct.gov](mailto:DAS.State.Surplus@ct.gov) for next steps.**