**SPS - Add Favorite MFK**

Training videos: <https://surpluspropertysoftware.com/Iowa/DisposalRequests.html>

Surplus Disposal Application: <https://surplus.bo.uiowa.edu/SurplusPropertySystem/>

**Restricted to IACTs: 4401, 6070, 6085, 6115, 6199 and 7055**

1. **Add favorite MFK in the User profile**

A screenshot of a computer

Description automatically generated

A screenshot of a computer screen

Description automatically generated

1. **Add favorite MFK when creating a disposal request**

A screenshot of a computer

Description automatically generated