The Surplus Property Pending Transfer report is a new report that makes the transfer of property to Surplus much simpler for the end-user. The report eliminates signatures and replaces two forms - the Departmental Certification For Surplus of An Inventoried Item and Request For Pick Up Of Surplus Property.

The location for the Surplus Property Pending Transfer report is: Cognos > HSC Finance > Specialized Department Reports > General Services.

After completing an online transfer request in the Property Inventory System, the property transfer initiator runs the Surplus Property Pending Transfer report. Parameters include Originating Orgn and Surplus Orgn selected from a drop-down list. The report is date driven and provides a separate form for each date range selected.

Running the report produces an auto-populated form of the Inventoried Items from the online transfer request that includes the Asset Tag, Serial Number, Item Description and Transfer Number. Non-inventoried items that will transfer to surplus can also be added to the form as needed to simplify pick-ups and deliveries. Provide complete descriptions to ensure proper identification of the items.

Follow your campus policy to arrange pick-up of the items.

For questions, contact Finance Systems Management at fsm@ttuhsc.edu.