



# How to Transfer Items to Surplus

To submit Surplus Requests for inventoried items (non-inventoried items may be added):

1. Go to the [Property Inventory System](#).
2. Mark the items to Surplus by checking **Trf/Rem** for appropriate assets. *(if all items are non-inventoried items, see instructions below)*. Choose **Transfer**.
3. Check **Transfer to Surplus**. Select the **Campus** and other relevant fields will auto-populate. Choose **Save**.
4. A Transfer Complete box will appear including this link: **If this is a surplus transfer, please initiate a Surplus Pickup**. To initiate a surplus pickup, either click the link, or choose **Inventory** in the top menu bar, select **Surplus Pickup** and select **Initiate Surplus Pickup**.
5. Choose the campus **Surplus Orgn** and the **From Organization**. *(This step is necessary even if you plan to deliver the items to Surplus or have made previous arrangements.)*
  - a. **Select All** or select individual items to add to Pickup Request.
  - b. Select **Initiate Pickup Request**.
6. Select the **Building** and **Room** where the items are stored (or the room number of someone who has access and knowledge of the items). *The building and room number fields are searchable. Begin typing to filter information.*
  - a. Any device (inventoried or non-inventoried) that stores any type of information must be cleared by IT prior to completing the pickup request. Verify that **IT Service needed** is checked and enter the **IT Sticker Number** and **Stars Work Order Number**. These fields must be populated in order to complete the request. There is a link to initiate a Stars work order. *If the "Surplus Approved" sticker is not numbered, type the word "legacy" in the IT Sticker Number field.*
  - b. Enter **Serial Number**, **Item Description**, and **Room Number** for each non-inventoried item. If the item is a device that stores any type of information, click on **IT Service needed** and follow instructions from step 6a. *If an item has a serial number, it should be listed as a separate item (ex: printers). Items without serial numbers may be grouped together (ex: 2 desks, 1 box of computer cords, 3 filing cabinets, etc.).*
  - c. Click **Add**.
  - d. Add any necessary comments and upload all required documents (decontamination certificates, refrigerant removals, etc.) and attach a copy to each item, if required.
  - e. Review and click the certification **Check Box** and **Submit**.

To submit Surplus Requests for non-inventoried items only:

1. Go to the [Property Inventory System](#).
2. Click on **Inventory** in the top menu bar and select **Surplus Pickup**. Select **Initiate Surplus Pickup** located at the bottom of the page.

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3. Choose the campus **Surplus Orgn** from the drop-down menu. Do not select **From Organization**. Select **Initiate Pickup Request**.
4. Select the **Building** where the items are stored. *The building field is searchable. Begin typing to filter information.*
  - a. Enter **Serial Number**, **Item Description** and **Room Number** for each non-inventoried item. If the item is a device that stores any type of information, verify that **IT Service needed** is checked and enter the **IT Sticker Number** and **Stars Work Order Number**. These fields must be populated in order to complete the request. There is a link to initiate a Stars work order. *If an item has a serial number, it should be listed as a separate item (ex: printers). Items without serial numbers may be grouped together (ex: 2 desks, 1 box of computer cords, 3 filing cabinets, etc.).*
  - b. Click **Add**.
  - c. Add any necessary comments and upload all required documents (decontamination certificates, refrigerant removals, etc.) and attach a copy to each item, if required.
  - d. Review and click the certification **Check Box** and **Submit**.

Refer to [HSC OP 63.11](#) for more information.

### What Happens Next?

The appropriate campus surplus receives notification and contacts you to schedule a pickup or review the items. *Any data storage devices without an IT “Surplus Approved” sticker will not be picked up. Review Information Technology (IT) Division’s [Disposal and Surplus of Information Resources](#).*

When the items are in the possession of Surplus, the asset tags are scanned. When all items on the pickup request have been verified, the transfer is complete and the items are no longer on your inventory.

If you have additional questions, contact:

Abilene/Dallas – [AbileneSurplus@ttuhsc.edu](mailto:AbileneSurplus@ttuhsc.edu)

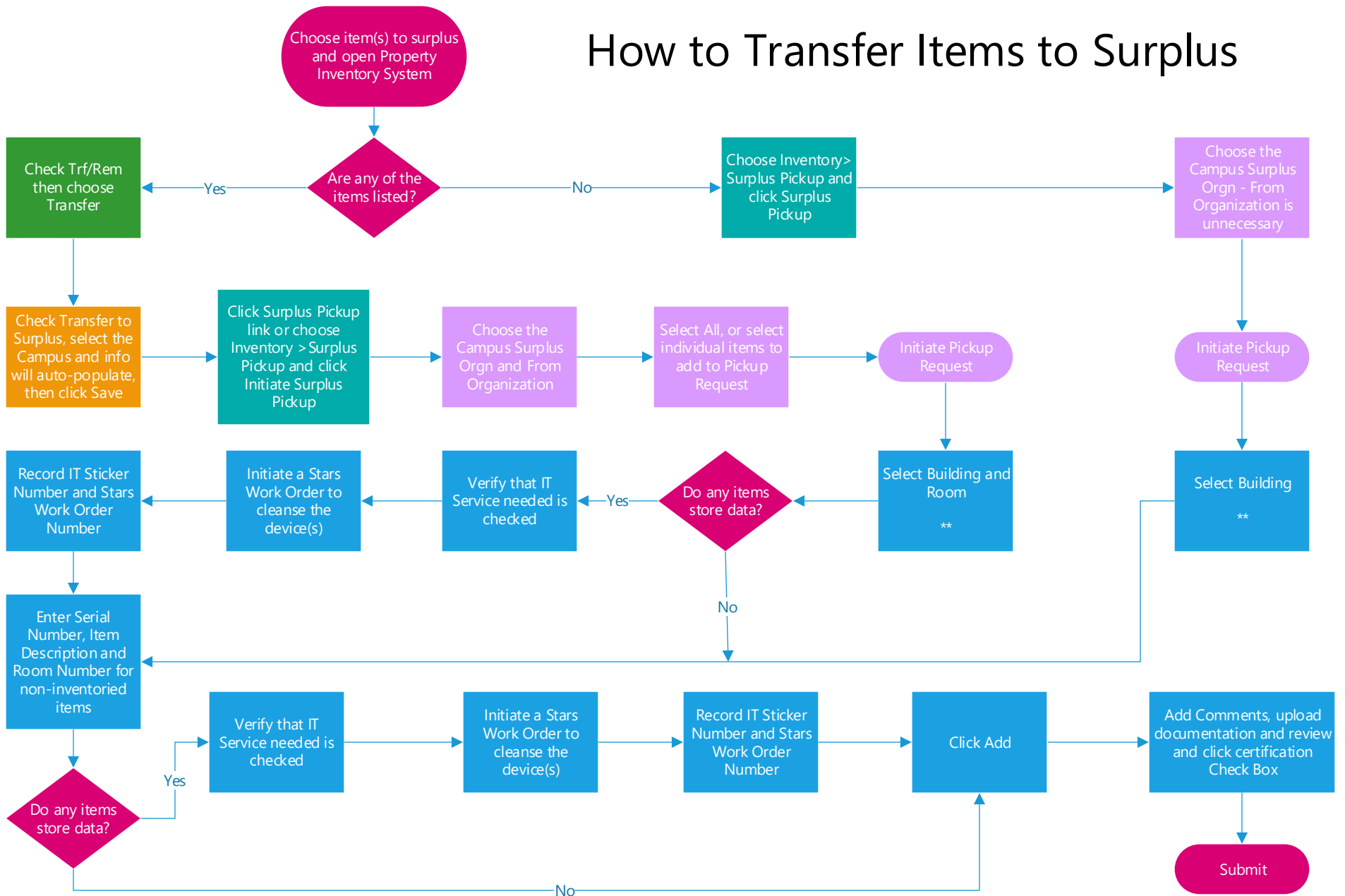
Amarillo – [generalservicesama@ttuhsc.edu](mailto:generalservicesama@ttuhsc.edu)

Lubbock – [generalservices@ttuhsc.edu](mailto:generalservices@ttuhsc.edu)

Managed Care – [generalservices@ttuhsc.edu](mailto:generalservices@ttuhsc.edu)

Odessa – [generalservicespermianbasin@ttuhsc.edu](mailto:generalservicespermianbasin@ttuhsc.edu)

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\*\* Fields are searchable. Begin typing to filter information.

\*\* If items are in multiple rooms, use the room number of someone with access and knowledge of the items.

## What Happens Next?

The appropriate campus surplus receives notification and contacts you to schedule a pickup. Please keep in mind, each campus surplus still has limitations on space and will work with you to dispose of items from their current location if necessary.