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.**
3. Choose the campus Surplus Orgn from the drop-down menu. Do not select From Organization (From Orgn. is only required when requesting a pickup that includes tagged assets). 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
   Amarillo – generalservicesama@ttuhsc.edu
   Lubbock – generalservices@ttuhsc.edu
   Managed Care – generalservices@ttuhsc.edu
   Odessa – generalservicespermianbasin@ttuhsc.edu
How to Transfer Items to Surplus

Choose item(s) to surplus and open Property Inventory System

Choose Inventory > Surplus Pickup and click Initiate Surplus Pickup

Choose the Campus Surplus Orgn and From Organization is unnecessary

Are any of the items listed?

Check Trf/Rem then choose Transfer

Click Surplus Pickup link or choose Inventory > Surplus Pickup and click Initiate Surplus Pickup

Initiate Pickup Request

Record IT Sticker Number and Stars Work Order Number

Select Building and Room

Do any items store data?

Enter Serial Number, Item Description and Room Number for non-inventoried items

Verify that IT Service needed is checked

Initiate a Stars Work Order to cleanse the device(s)

Record IT Sticker Number and Stars Work Order Number

Click Add

Add Comments, upload documentation and review and click certification Check Box

Submit

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.

*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.