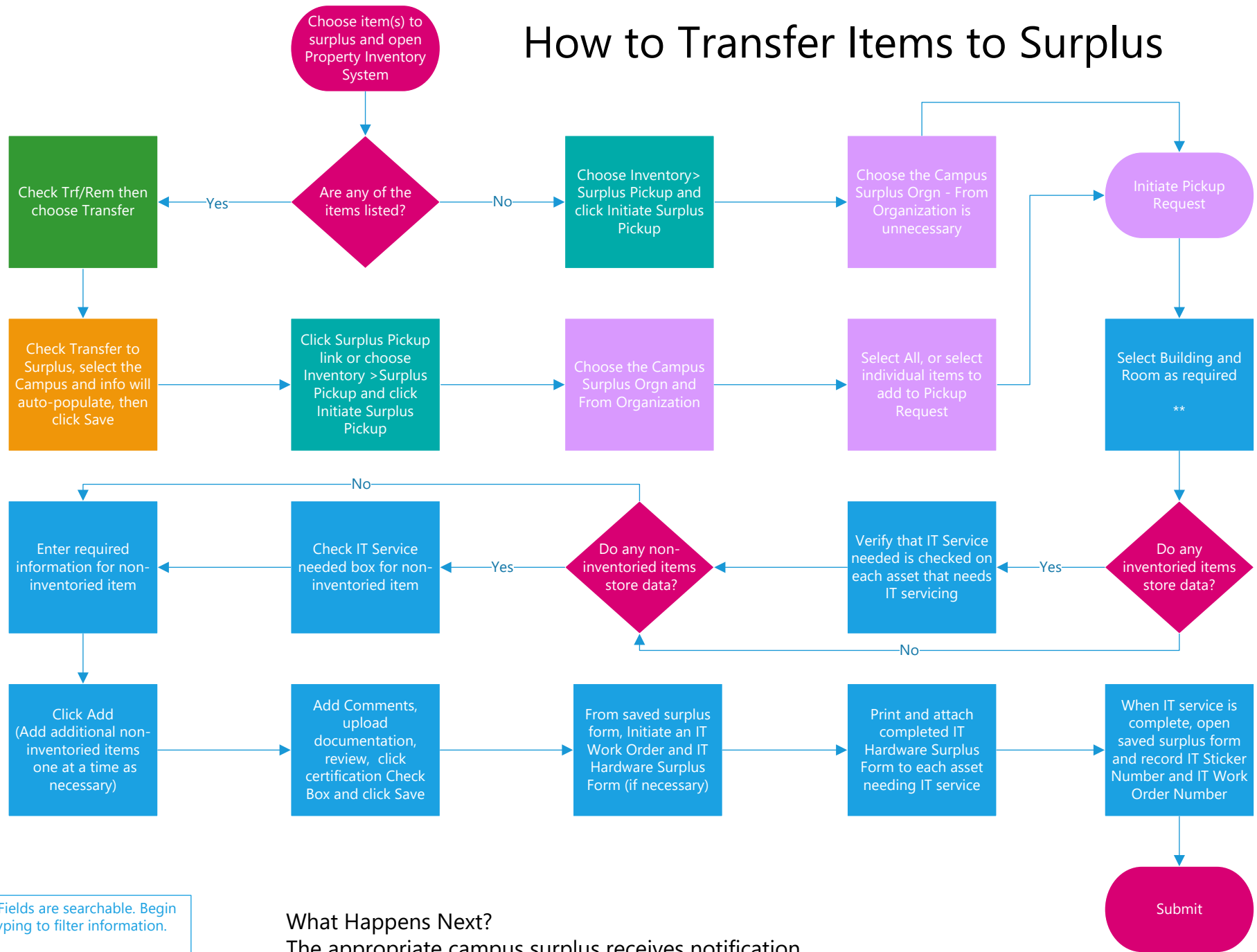


How to Transfer Items to Surplus



** 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.



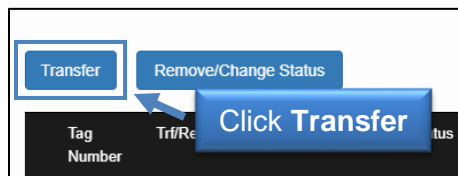
How to Transfer Items to Surplus

How to Submit Assets (*Inventoried Items*) to Surplus:

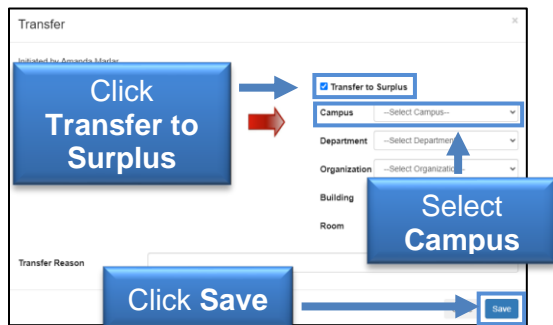
1. Visit the [Property Inventory System](#).
2. Select the item(s) in your inventory that you would like to transfer to Surplus by checking the box for each inventory item line under the **Trf/Rem** column.



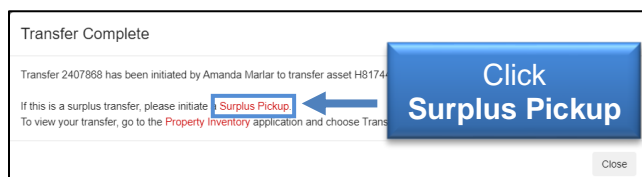
When all items you want to transfer are selected, click the **Transfer** button.



3. A new box will open. In this box, select the **Transfer to Surplus** box. Then, select your **Campus**. Other relevant fields will auto populate. Once complete, select the **Save** button.



4. A "Transfer Complete" box will appear that includes a link to initiate a **Surplus Pickup**. Select the link to begin the final portion of the process.



How to Transfer Items to Surplus

- The **Initiate Surplus Pickup Request** screen will appear. Select the appropriate **Surplus Orgn** and **From Organization** from the drop-down options. A list of items will appear. Select the item(s) to be transferred. Then, click the **Initiate Pickup Request** button.

The screenshot shows the 'Initiate Surplus Pickup Request' form. Annotations include:

- Select Surplus Orgn**: Points to the 'Surplus Orgn' dropdown menu.
- Select From Organization**: Points to the 'From Organization' dropdown menu.
- Click Initiate Pickup Request**: Points to the 'Initiate Pickup Request' button.
- Select Item(s)**: Points to the 'Select All' checkbox in the table.

 The table below shows a list of assets:

Select All	Tag	Initiator	From	To	Initiation
<input type="checkbox"/>	1111382	(7020) Desktop	Carole Wardrop	201193	201175 4/30/2025
<input type="checkbox"/>	H82872		Safiya Sultana	201121	201175 4/15/2025

- A new window will appear that has the *Inventoried Items* listed under the **Inventoried Items** section. Use the drop-down to select the **Pickup Building** and then enter the **Room** number.

The screenshot shows the 'Initiate Surplus Pickup Request - Surplus Movers Lbk - 2011' form. Annotations include:

- Enter Room**: Points to the 'Room' input field.
- Select Pickup Building**: Points to the 'Pickup Building' dropdown menu.
- Check Box**: Points to the 'IT Service Needed' checkbox.
- Enter Number**: Points to the 'IT Sticker Number' input field.
- Add IT Work Order Number**: Points to the 'IT Work Order Number' input field.
- Click Save**: Points to the 'Save' button.
- Check to Certify**: Points to the 'Certify' checkbox.

Transferring a Computer/Tablet/ or a device that stores any type of information?

- Verify that the **IT Service Needed** box is checked on each asset that needs IT servicing
- Completely fill out and save the surplus pickup form
- From the saved surplus form, use the
 - **Initiate IT Service Work Order** link to initiate the IT work order
 - **IT Hardware Surplus Form** link to fill out the IT hardware surplus form
- Print and attach the completed **IT Hardware Surplus Form** on the assets needing IT service
- PC Support will not process any device that does not have an **IT Hardware Surplus Form** attached
- When IT service is complete, return to the saved surplus pickup and enter the associated **IT Sticker Number** and **IT Work Order Number**

If you do not have any non-Inventoried Items to add, select the small box at the bottom to **Certify** and then click **Submit**.

If you need to add Non-Inventoried Items:

Enter the information for the non-inventory item(s) in the fields provided in the **Non-Inventoried Items** section, and click the **Add** button. Continue to enter additional non-inventoried items.

How to Transfer Items to Surplus

When all of the items have been added, select the small box at the bottom to **Certify** and then click **Submit** to complete the pick-up request.

The screenshot shows the 'Inventoried Items' form. A red box highlights the 'IT Service needed' checkbox, with a red arrow pointing to it and a red box containing the text 'Check Box and enter Number'. A blue box labeled 'Enter Fields' points to the 'Item Description' and 'Room Number' fields. A blue box labeled 'Click Add' points to the 'Add' button. A blue box labeled 'Click Submit' points to the 'Submit' button. A blue box labeled 'Check to Certify' points to the 'Certify' checkbox. The form includes a table for 'Inventoried Items' with columns for Asset Tag, Title, Serial Number, and Item Description. Below the table is a section for 'Non-Inventoried Items' with fields for Serial Number, Item Description, Room Number, IT Service needed, and IT Sticker Number. There are also fields for IT Work Order Number and Initiator Comments.

Many items do not have a serial number. Fill out the **Description and **Room Number** at minimum.*

Tablets and smaller electronics devices that store data may not be an inventoried item but require IT to clear any information from them prior to submitting for a Surplus Pickup.

- Verify that the **IT Service Needed** box is checked on each asset that needs IT servicing before clicking the **Add** button
- Completely fill out and save the surplus pickup form
- From the saved surplus form, use the
 - **Initiate IT Work Order** link to initiate the IT work order
 - **IT Hardware Surplus Form** link to fill out the IT hardware surplus form
- Print and attach the completed **IT Hardware Surplus Form** on the assets needing IT service
- When IT service is complete, return to the saved surplus pickup and enter the associated **IT Sticker Number** and **IT Work Order Number**

How to submit Non-Inventoried Items to Surplus:

1. Visit the [Property Inventory System](#).
2. Select the **Inventory** drop-down and then select **Surplus Pickup**.

The screenshot shows the navigation bar of the Texas Tech University System Property Inventory System. A blue box labeled 'Select Inventory' points to the 'Inventory' dropdown menu. A blue box labeled 'Select Surplus Pickup' points to the 'Surplus Pickup' option in the dropdown menu. The navigation bar includes links for View/Edit/Transfer/Remove, Annual Certification, Transfers, Search, Forms, Help, and Contacts.

3. A new screen will appear. Select the **Initiate Surplus Pickup** button.

The screenshot shows the 'Process Surplus Pickup Requests' screen. A blue box labeled 'Select Initiate Surplus Pickup' points to the 'Initiate Surplus Pickup' button. The screen has a red header 'Process Surplus Pickup Requests'.

4. The **Initiate Surplus Pickup Request** screen will appear. Select the appropriate **Surplus Orgn** from the drop-down options. Information will populate on the screen. Select the **Initiate Pickup Request** button.

How to Transfer Items to Surplus

The screenshot shows the 'Initiate Surplus Pickup Request' form. A blue box labeled 'Select Surplus Orgn' points to the 'Surplus Orgn' dropdown menu, which is set to 'Surplus Movers Lbk - 201175'. Another blue box labeled 'Select Initiate Pickup Request' points to the 'Initiate Pickup Request' button at the bottom left. The form also includes fields for 'Institution' (TTUHSC) and 'From Organization'.

5. A new window will appear. Use the drop-down to select the **Pickup Building**. Enter the information for **Non-Inventoried Items** in the fields provided and click the **Add** button. When all of the items have been added, select the small box at the bottom to **Certify** and then click **Submit** to complete the pickup request.

The screenshot shows the 'Initiate Surplus Pickup Request - Surplus Movers Lbk' form. A blue box labeled 'Select Pickup Building' points to the 'Pickup Building' dropdown menu, which is set to 'H1000 - TTUHSC 3601 4th St Lbk'. A red box labeled 'Click Add' points to the 'Add' button in the 'Non-Inventoried Items' table. A blue box labeled 'Enter Fields' points to the 'Item Description' field. A red box labeled 'Check Box and enter Number' points to the 'IT Service needed' checkbox and the 'IT Sticker Number' field. A blue box labeled 'Check to Certify' points to the 'Certify' checkbox. A blue box labeled 'Click Submit' points to the 'Submit' button. The 'Non-Inventoried Items' table has columns for 'Serial Number', 'Item Description', 'Room Number', 'IT Service needed', and 'IT Sticker Number'. The first row shows '1234', 'Test', 'ABA50F - 1000 TTUHSC 3601', and an unchecked checkbox.

Many items do not have a serial number. Fill out **Description and **Room Number** at minimum.*

Tablets and smaller electronics devices that store data may not be an inventoried item but require IT to clear any information from them prior to submitting for a Surplus Pickup.

- Verify that the **IT Service Needed** box is checked on each asset that needs IT servicing before clicking the **Add** button
- Completely fill out and save the surplus pickup form
- From the saved surplus form, use the
 - **Initiate IT Work Order** link to initiate the IT work order
 - **IT Hardware Surplus Form** link to fill out the IT hardware surplus form
- Print and attach the completed **IT Hardware Surplus Form** on the assets needing IT service
- When IT service is complete, return to the saved surplus pickup and enter the associated **IT Sticker Number** and **IT Work Order Number**

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

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.

How to Transfer Items to Surplus

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