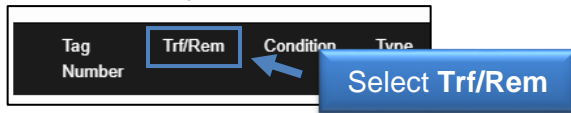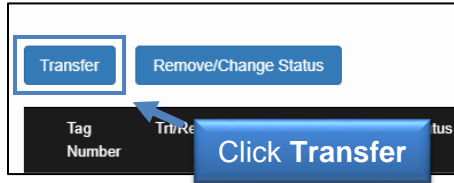## How to Submit Assets (*Inventoried Items*) to Surplus:

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.

   Select **Trf/Rem**

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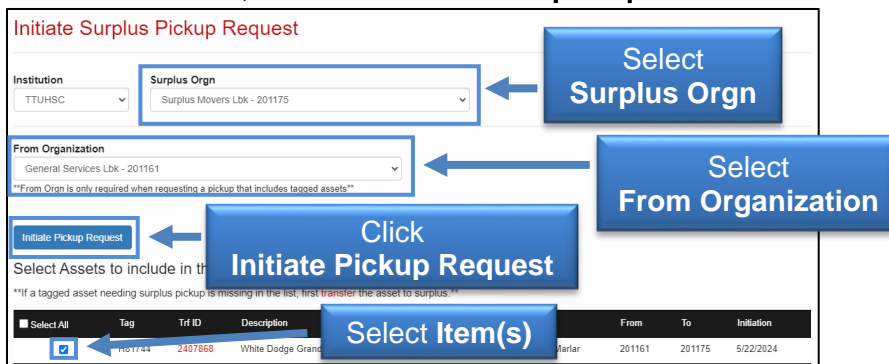
   Click **Transfer**

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.

   Click **Transfer to Surplus**

   Select **Campus**

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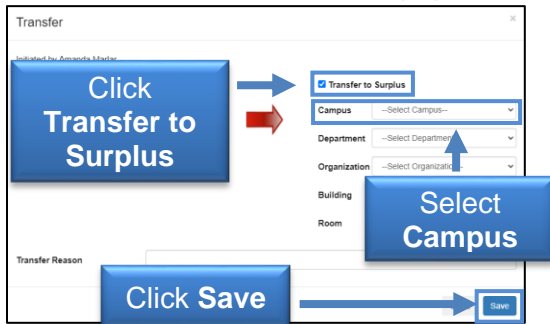
4. A "Transfer Complete" box will appear that includes a link to initiate a **Surplus Pickup**. Select the link to begin the final portion of the process.

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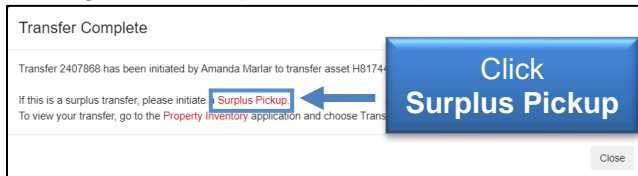
5. The **Initiate Surplus Pickup Request** screen will appear. Select the appropriate **Surplus Orgn** and **From Organization** from the drop-down options. A list of items will appear. Select the item(s) to be transferred. Then, click the **Initiate Pickup Request** button.

   Select **Surplus Orgn**

   Select **From Organization**

   Click **Initiate Pickup Request**

   Select **Item(s)**

6. 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.

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

*Be sure to create an IT Work Order **prior** to the Surplus process to have the device cleared/hard drive removed from the device.*

Once completed, select the **IT Service Needed** box and enter the **IT Sticker Number**. Then, add the *IT Work Order number* in the **Initiator Comments** field.

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.

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.

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

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.

Select the **IT Service Needed** box and the **IT Sticker Number** for these types of items.
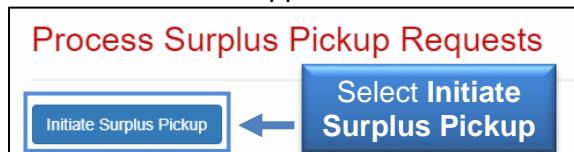
How to Transfer Items to Surplus

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.**
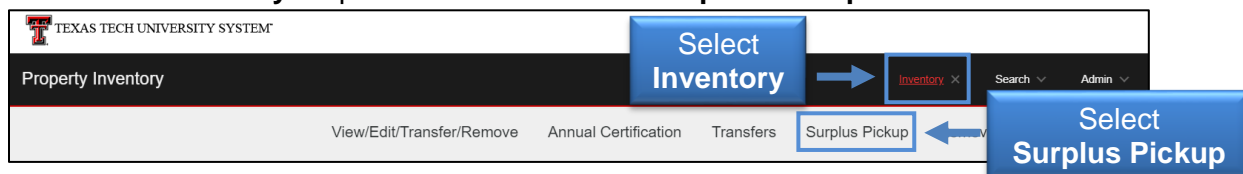

3. A new screen will appear. Select the **Initiate Surplus Pickup** button.

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.

5. A new window will appear. Use the drop-down to select the **Pickup Building. E**nter 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.
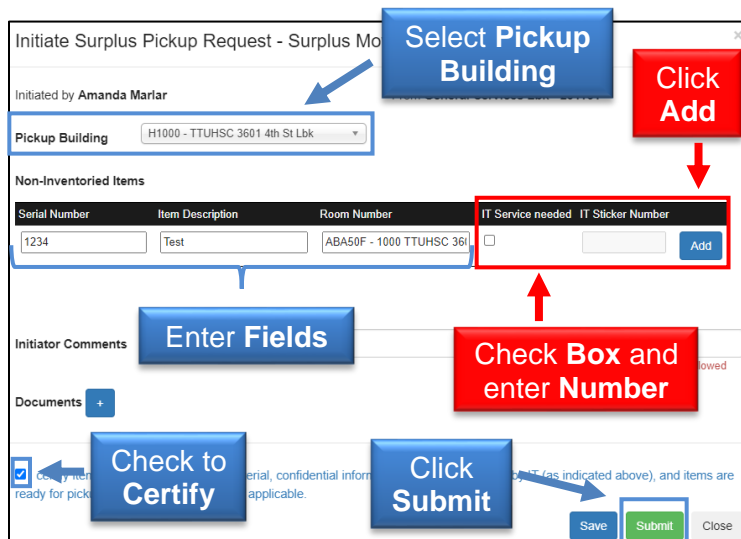
*Many items do not have a serial number. Fill out the **Description** and **Room Number** at minimum.*

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

Select the **IT Service Needed** box and the **IT Sticker Number** for these types of items.

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