REPORTS

from Business Affairs





Surplus Property Pending Transfer

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.

Originating Orgn:	* [OrigO	rg							 		~	
Surplus Orgn:	* [OrgnT	о_									~	
Date Submitted:	Fro	m:											
		4 2016 ▶											
		Jan	Feb	Mar	Apr	M	ау	Jun					
		Jul	Aug	Sep	Oct	No	ov	Dec					
		Sun	Mon	Tue	Wed	Thu	Fri						
							1	2					
	()	3	4	5	6	7	8	9					
		10	11		13								
		17	18	19			22						
		24	25	26	27	28	29	30					
		31											
	•	Earlies	t date										
	To:												
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		3	4	5	6	7	8	9					
		10	11	12			15						
		17	18	19	20		22						
		24	25	26	27	28	29	30					
		31											
	•	Latest	date										

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.

		LIST OF SURPLUS PROPE	RTY PENDING TRANS	SFER	
		Date:01			
		rganization: 201175 - Lubbock [arliest to Latest Date	
Originating	Department:	511211 Clinical Transformation Lt	ok		
		Department Name			
Current Location:			Contact:		
		Bldg/Room			
Phone:			Email:		
Asset Tag	ried Items Serial Number	Item Description	Transfer Number	For Use by Surplus Property	
H78332	JO722H1	Dell Inspiron	1602467	For Ose by Surplus Property	
H78387	BY63ZG1	Dell Inspiron 1525	1602463		
H78388	5K33ZG1	Dell Inspiror 1525	1602468		
H85820	DN6G855VDKNW	Apple iPad 2 Wi-Fi + 3G 32GB P	1602470		
H86106	D25GC01JDHJW	Apple iMac 27-inch PO# P012017	1602478		
Non-Inv	entoried Item	<u> </u>			
HOII-IIIV	cintorica item	Ĭ		For Use by	
Serial Number		Item Description	Room Number	Surplus	
				Property	
		rtifies that all items have been			
		ail information removed and items			
		e free of hazardous material.			
	cumentation Form(H	SC OP 75.05, Attachment A) if			
applicable.					

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

