



How to Transfer Items to Surplus

Follow these steps to transfer items to surplus:

1. Go to the [Property Inventory System](#).
2. Mark the items to Surplus by checking the Trf/Rem box for appropriate assets.
3. Choose and check ☐ Transfer to Surplus.
4. Select the Campus and other relevant fields will auto-populate.
5. Choose **Save** and a Transfer Complete box will appear including this link:
*If this is a surplus transfer, please initiate a **Surplus Pickup**.*
6. To initiate a surplus pickup, either click the link and choose your campus Surplus and your Organization, or click on Inventory and select Surplus Pickup Request.
Note: This step is necessary even if you plan to deliver the items to Surplus or have made previous arrangements.
7. Select all or select individual items to add to Pickup Request. If the request includes only non-inventoried items, no selection is necessary.
8. Select .
9. Enter the building and room number where the items are stored (or the room number of someone who has access and knowledge of the items). Hint: The building and room number fields are searchable. Type in name, address, or room number and the selection will filter based on the information provided.
10. **Note:** Any computer related device must be cleared by IT prior to completing the pickup request. Stars work order number and IT Sticker Number must be entered in order to complete the request. If the "Surplus Approved" sticker is not numbered, type the word "legacy" in the IT Sticker Number box. There is a handy link to submit the Stars work order.
11. Add any non-inventoried items and comments.
12. Ensure all required documents (decontamination certificates, IT approvals, refrigerant removals, etc.) are complete and a copy is with each item, if required. Documents can also be uploaded in the system as attachments.
13. Check the certification 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. Surplus at each campus has limitations on space and will work with you to dispose of items from their current location if necessary.

When the items are in the possession of Surplus, the asset tags are scanned. If all items on the pickup request match the scanned barcodes, the transfer is complete and the items are no longer on your inventory. If a tag cannot be scanned, the number will be typed in and verified by a supervisor before the transfer is completed.

If you have additional questions, contact:

Abilene/Dallas – AbileneSurplus@ttuhsc.edu

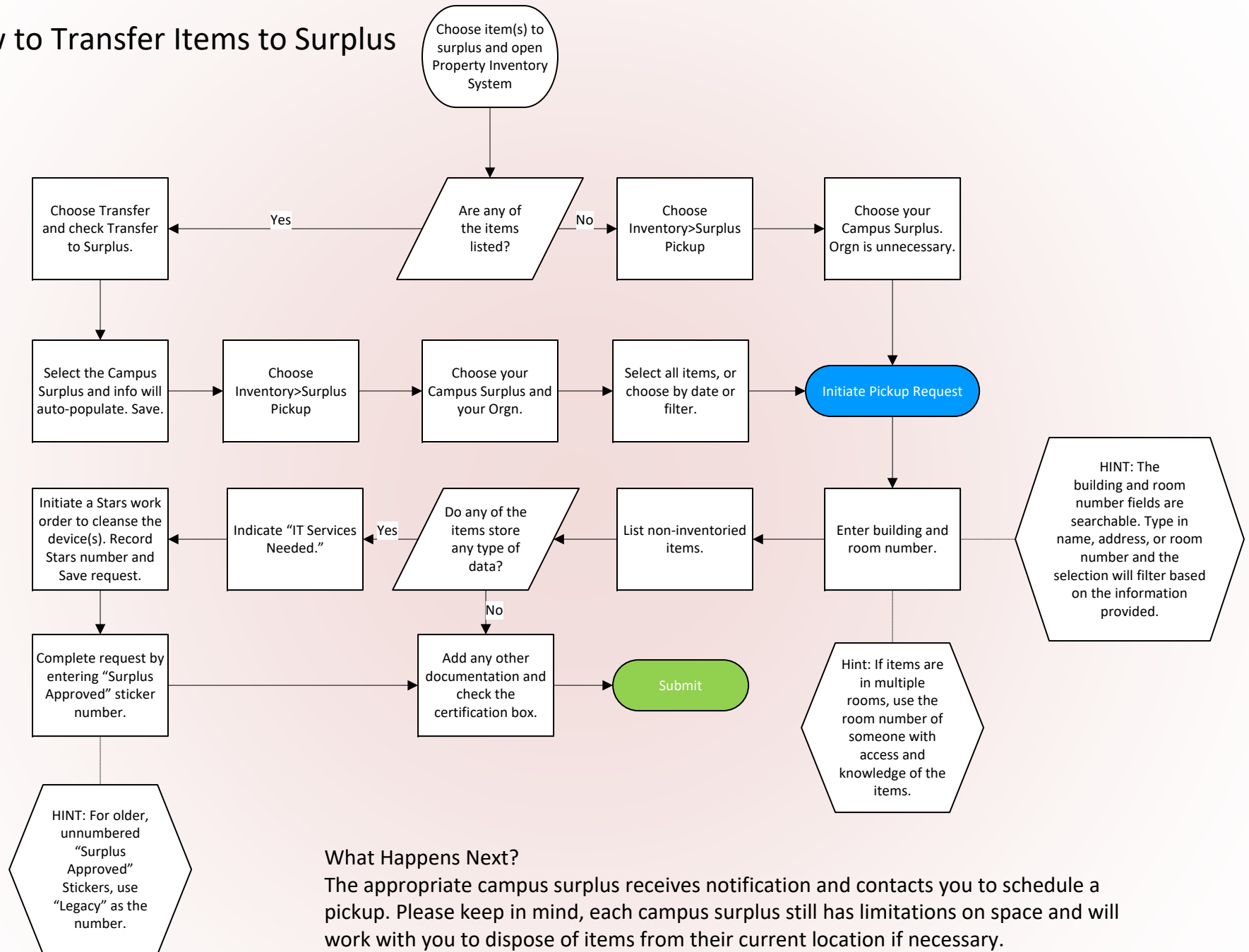
Amarillo – generalservicesama@ttuhsc.edu

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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.