Surplus Property Process for Lubbock Campus

1. **Online Transfer Request**
   If you need to surplus an item, review your property inventory. If an item is on your inventory, you must initiate an online transfer request.

   **Initiate the transfer to:**
   Department: General Services Lbk-20116
   Orgn: Surplus Movers Lbk-201175
   Building: TTUHSC Lbk
   Room: 1000 TTUHSC 3601 4th St Lbk BA085

2. **Surplus Property Pending Transfer**
   Once the transfer is initiated, complete the Cognos report, Surplus Property Pending Transfer.

   Located: Team Content > HSC Finance > Specialized Department Reports > General Services
   **HINT:** Use Internet Explorer as the browser.

3. **Non-inventoried Items**
   Add any non-inventoried items that will transfer to surplus to the Surplus Property Pending Transfer form.
   1. Be as complete as possible in the description.
   2. Print to PDF.

   If you have only non-inventoried items to surplus, use the non-inventoried form.

4. **Pick-up / Drop-off**
   If you would like Surplus to pick-up the items from your area, email the completed paperwork to generalservices@ttuhsc.edu or fax to (806) 743-2079. You will be contacted to schedule a time to remove the item(s). Otherwise, please bring the item(s) to BA085 with the completed paperwork during normal viewing hours.

Other campuses should follow the same procedure and substitute the following information.

Amarillo – Transfer to ORGN 202011 – Contact generalservicesama@ttuhsc.edu
Odessa – Transfer to ORGN 204504 – Contact odessafacilitiesops@ttuhsc.edu
Abilene/Dallas – Transfer to ORGN 205004 – Contact AbileneSurplus@ttuhsc.edu
Managed Care – Transfer to ORGN 695001 – Contact generalservices@ttuhsc.edu