On Line Instructions for Moving Inventory Items to Surplus

1. Log on to the web site: https://www.fiscal.ttuhs.edu/propinv/
2. Click on transfers, then click on Initiate:

   ![Image of property inventory system]

3. If you will be directed to log in with your eraider credentials. This is says Texas Tech University Health Sciences Center but it will direct you to the TTU site after you sign in.
4. Make sure your department name is listed if so proceed, make sure radio button Departmental Inventory button is pushed then click Go to Report:

5. After running report click transfer:
6. On 1st drop down labeled “Department” pick Surplus-C1303; On 2nd drop down labeled “Orgn” pick C1301-Property Management and Surplus; On 3rd drop down labeled “Building” pick 0340 TTU Warehouse Building; On 4th drop down labeled “Room” pick Remote Inventory. Make sure you put a reason on the Transfer Reason box. Then hit the submit button.

7. After submitting please send an email to property.inventory@ttu.edu. Please list the inventory tag numbers in the email.

8. There will not be any more paper work needed to move surplus inventory to the warehouse.