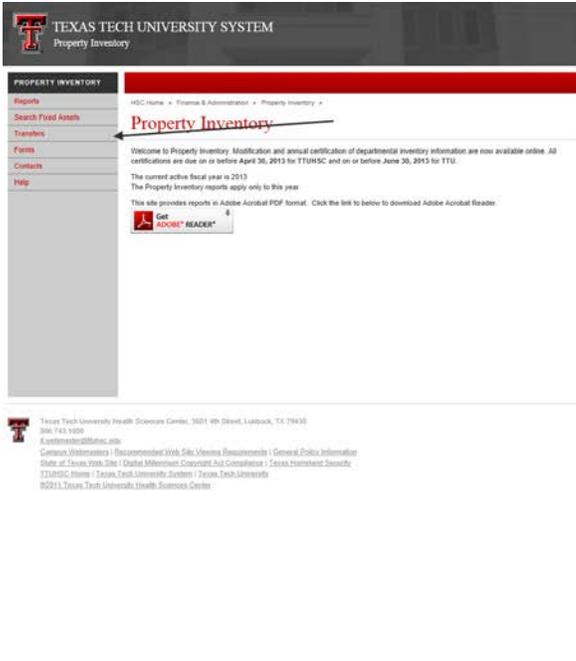
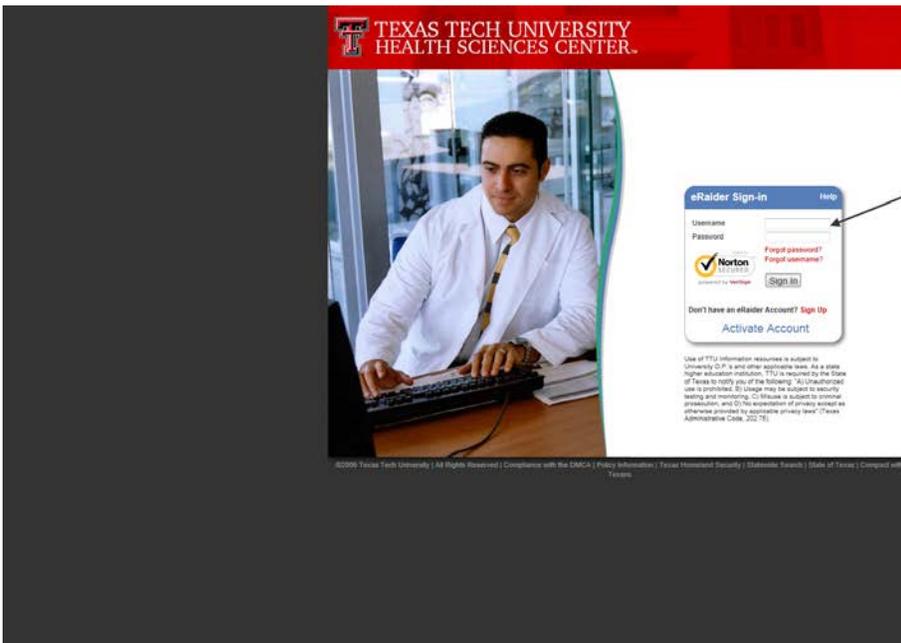


Online Instructions for Moving Inventory Items to Surplus

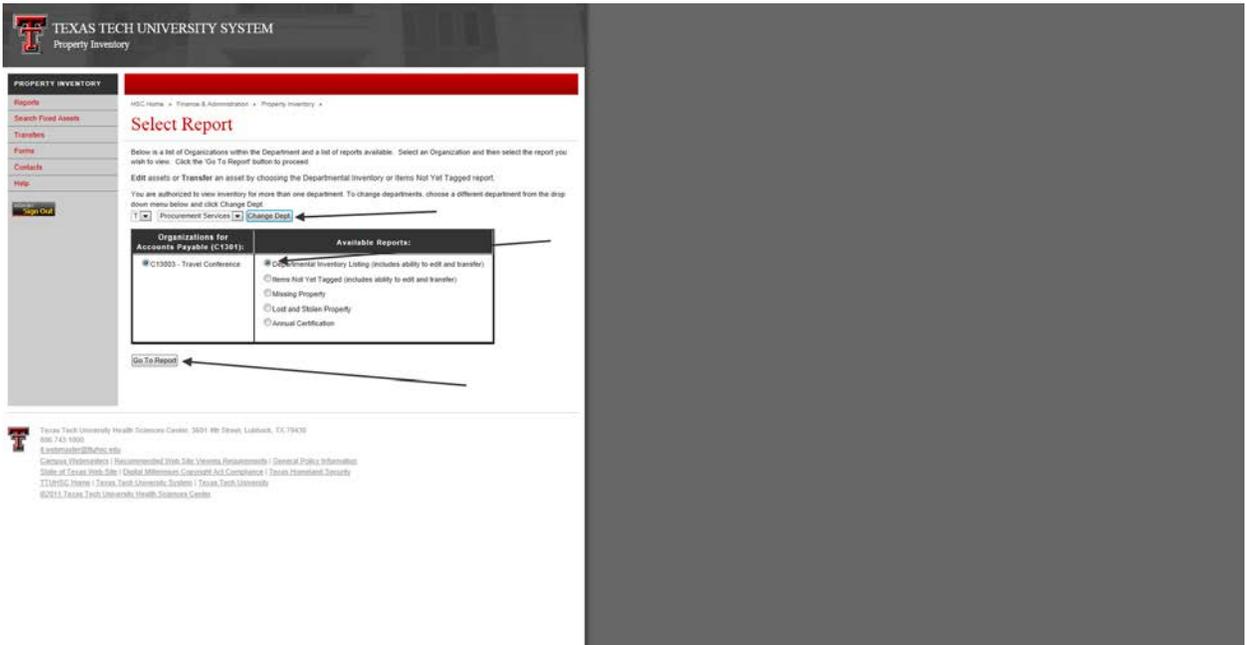
1. Log on to the web site: <https://www.fiscal.ttuhs.c.edu/propinv/>
2. Click on “Transfers” and then click on “Initiate”:



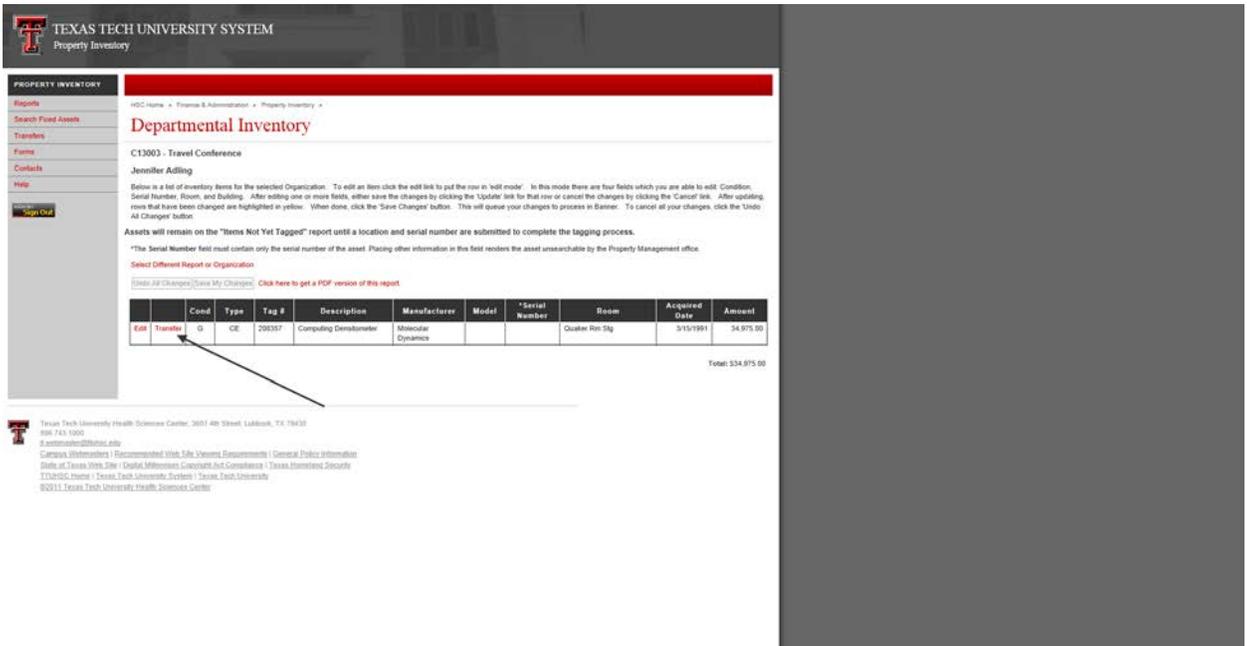
3. You will be directed to log in with your eRaider credentials. This says Texas Tech University Health Sciences Center, but it will direct you to the TTU site after you sign in.



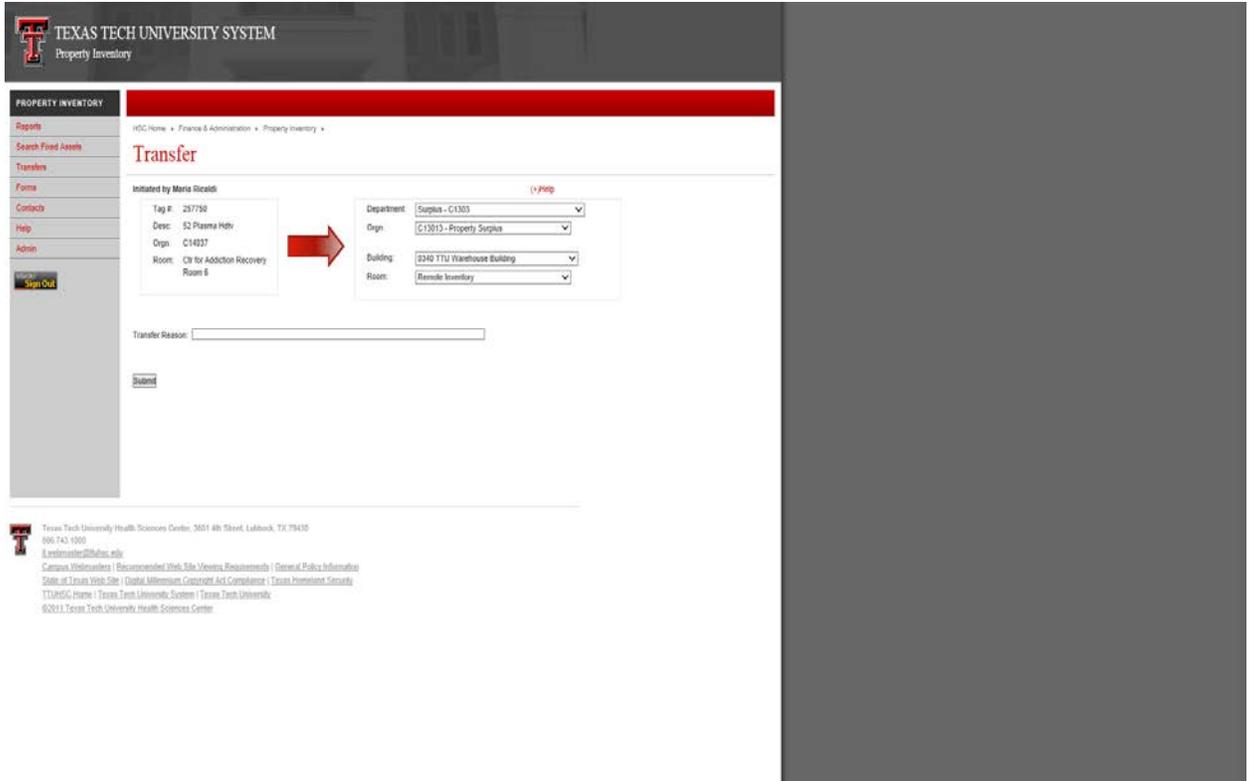
- Make sure your department name is listed and, if so, proceed. Make sure the radio button “Departmental Inventory” is pushed and then click “Go to Report”:



- After running the report, click “Transfer”:



6. On the 1st dropdown labeled “Department,” pick Surplus-C1303; On the 2nd dropdown labeled “Orgn,” pick C13013-Property Surplus; On the 3rd dropdown labeled “Building” pick 0340 TTU Warehouse Building; On the 4th dropdown labeled “Room” pick Remote Inventory. Make sure you put a reason on the “Transfer Reason” box and then hit the “Submit” button.



7. After submitting, please send an email to property.surplus@ttu.edu listing the items that have been transferred to surplus using the form *Request to Have Property Picked up by Surplus*. Be sure to list the Transfer #, Asset Tag #, Description, and Serial Number and fill out the necessary certifications required. The email notifies Surplus Property to physically pick up the items that have been transferred to surplus through the online inventory system.

Note: Surplus will not accept any online transfers without email notification.

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