TEXAS TECH UNIVERSITY
Operations Division Planning & Administration

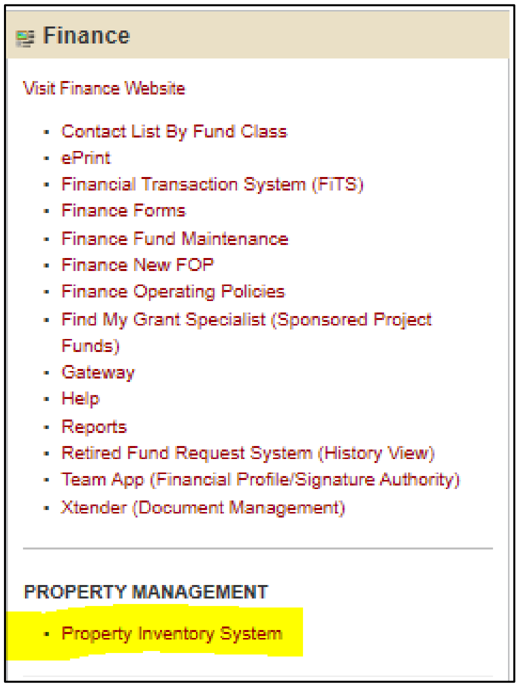
3122 Main Street, Suite 120
Lubbock TX 79409
T 806.742.2102

How to Transfer Items to Surplus

Navigate to the Property Inventory System

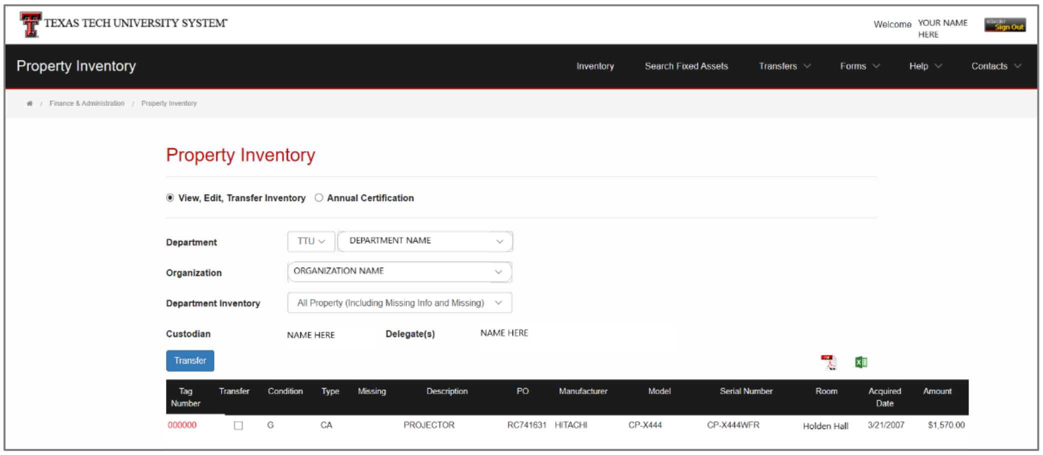
First navigate to the Property Inventory System.

1. Go to Raiderlink.ttu.edu
2. Log into raiderlink using your TTU credentials.
3. Find and click on the A&F Work Tools Tab.
4. Under the A&F Work Tools Tab, find the Finance Channel (as shown below). Then click on Property Inventory (highlighted in the image below).



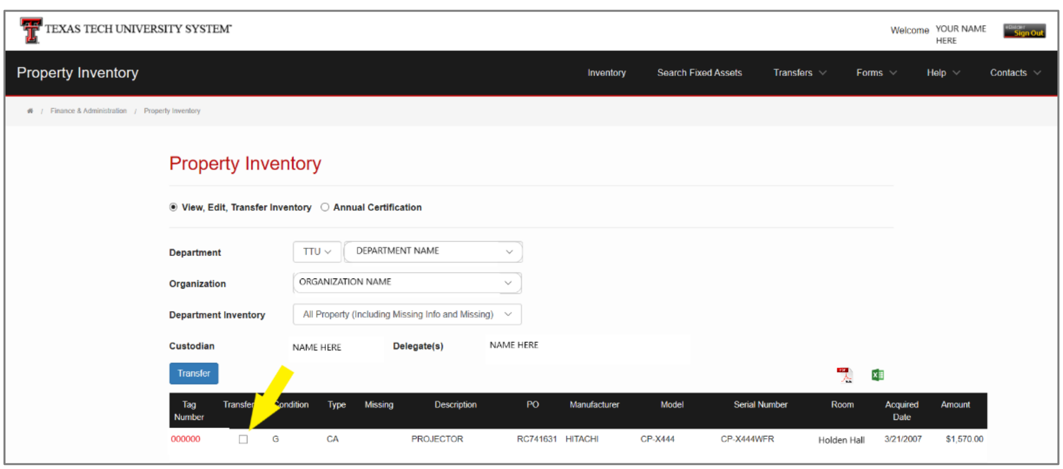
The Property Inventory System Homepage

Once you click on the “Property Inventory System” the following homepage will appear. Below is the image of the Property Inventory Application Home Page.



Select Item to Transfer to Surplus

To transfer an item to surplus, click on the box next to the item to check the box of the item you would like to transfer from the inventory list. Please see the image below.



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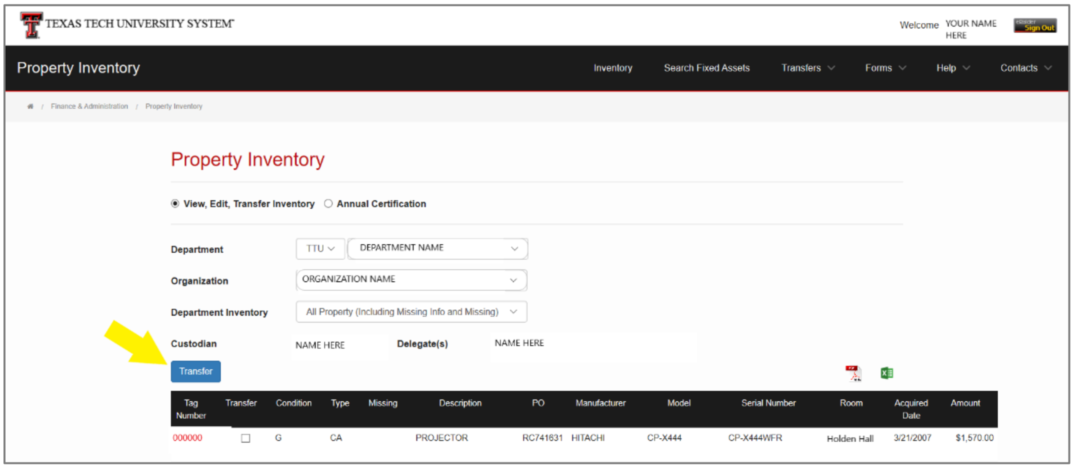
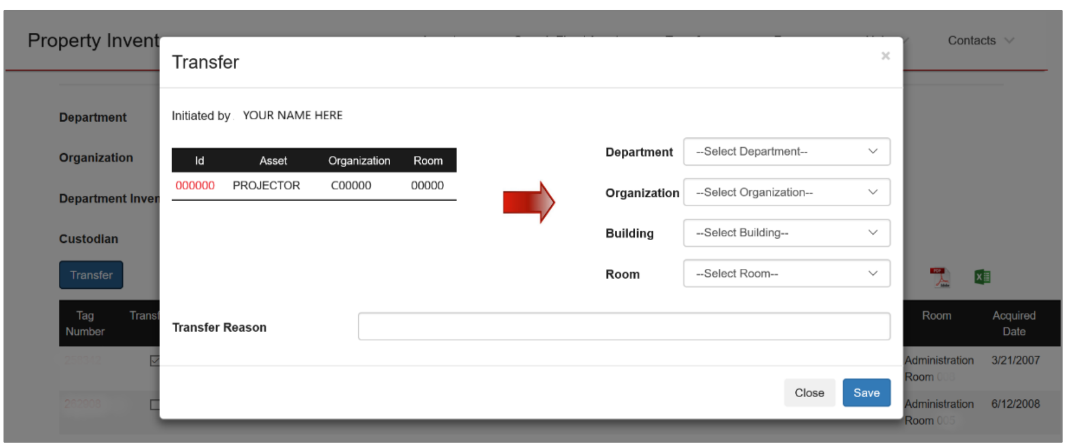
Then click on the “transfer” button, shown below.



Transfer to Surplus

Once the “transfer” button has been clicked, the transfer pop-up window will appear, as shown below.



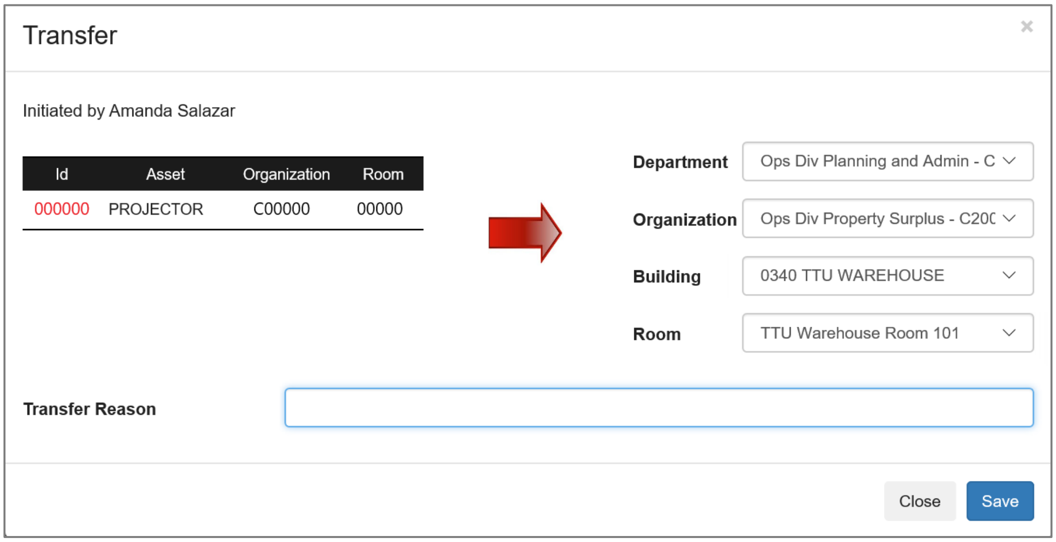
Using the department drop-down menu, select the department as “Ops Div Planning and Admin – C2006.”

Then using the drop-down menu for organization, select “Ops Div Property Surplus – C20061.”

On the building drop-down menu select “0340 TTU Warehouse.”

The room you will need to select will be the “TTU Warehouse Room 101.”

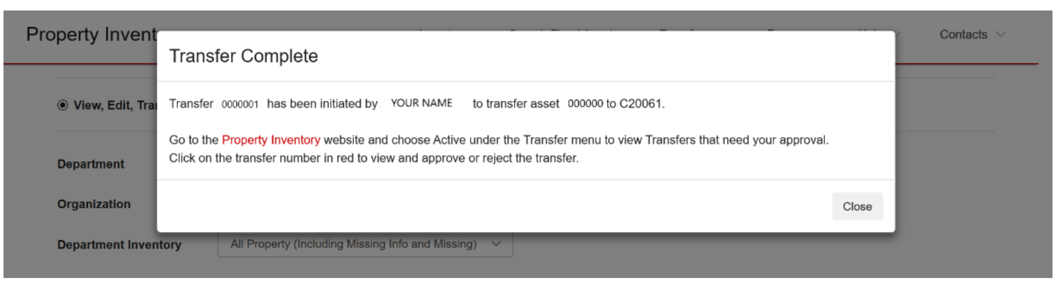
Your screen should appear as the image below.



Then please type in the reason for transfer and click the “save” button.

Transfer Details

The image below will appear with your transfer details, it includes the transfer number that can be used to track the transfer and confirms that the transfer is complete.



Transfer Approval

To view if your transfer was approved by your department head, navigate to the Property Inventory System.

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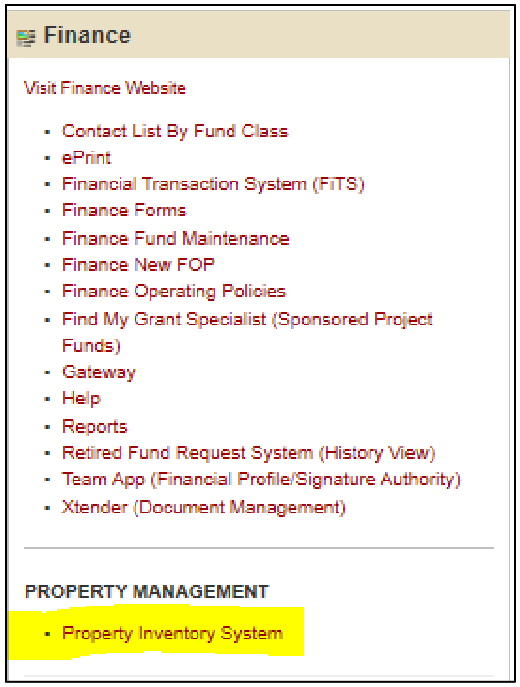
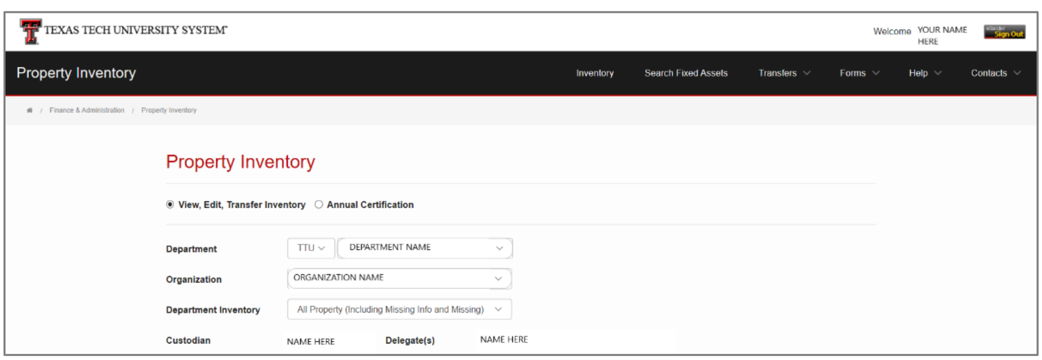
4. Under the A&F Work Tools Tab, find the Finance Channel (as shown below). Then click on Property Inventory (highlighted in the image below).



Once you click on the "Property Inventory System" the following homepage will appear. Below is the image of the Property Inventory Application Home Page.



Locate the "transfers" section on the menu bar across the top as seen here and click the drop-down arrow next to "transfers."

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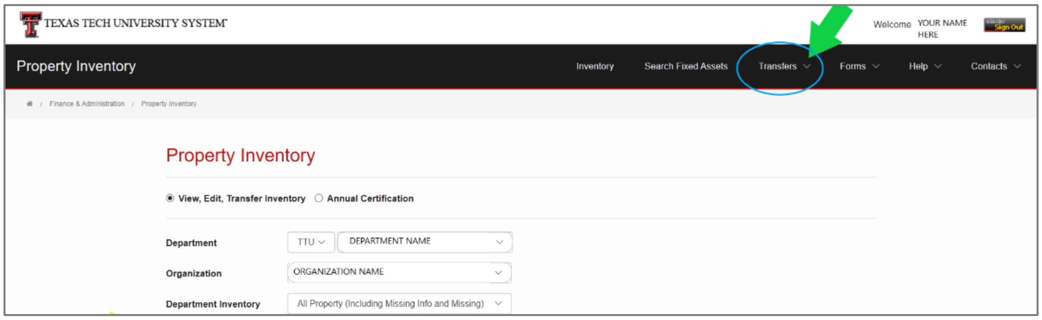
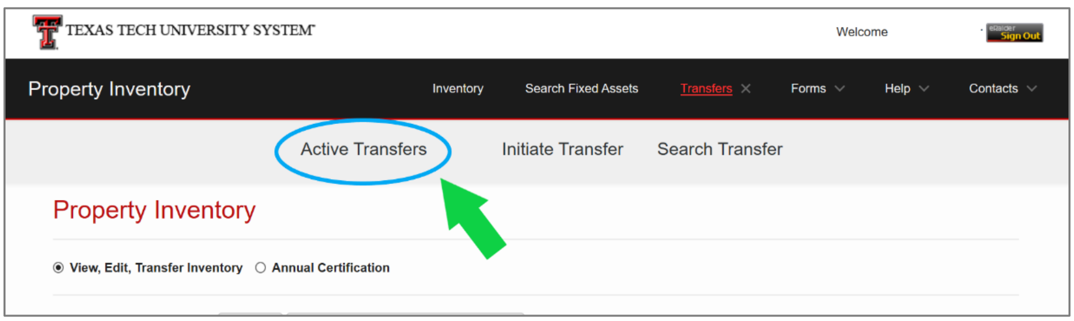
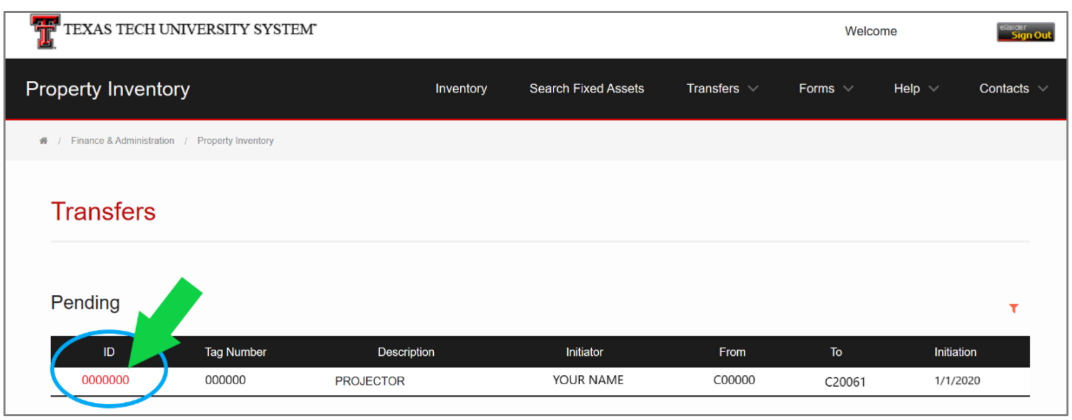


Once you click the drop-down arrow for the drop-down menu, select by clicking the section titled “active transfers.”



You will then see a list of all the active transfers you have initiated, as seen below. To view where the transfers are in the process, click the red ID number.



Once you click on the ID number you can view where your transfer is in the transfer process and if it has been approved.