

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

FORM INSTRUCTIONS

DEPARTMENTAL CERTIFICATION FOR SURPLUS OF AN INVENTORIED ITEM FORM

1. **DEPARTMENT** - Enter the name of your department.
2. **ORG CODE** - Enter the level 5 organization code of your department (not the paid account).
3. **DATE** - Enter the current date.
4. **INVENTORY #** - Enter the inventory tag number. This is the number on the inventory tag which was affixed to the property by Property Inventory (not the serial number).
5. **DESCRIPTION** - Enter a brief, but accurate description of the property.
6. **INVENTORY CARRYING VALUE** - Enter the inventory carrying value.
7. **DATE ACQUIRED** - Enter the date that the property was purchased.
8. **DOCUMENT ID #** - Enter the voucher number. This is the transaction that recorded the acquisition of the property.
9. **DISPOSITION SUGGESTED** - State how you would like the property disposed of, such as:
 - a. Sell to the highest bidder.
 - b. Junk, dispose of as salvage.
 - c. Use as a trade-in for new property.
 - d. Make available for transfer to other departments.
 - e. Retain to be utilized for parts to maintain other property.
10. **ESTIMATED RESIDUAL VALUE** - The value entered should be an estimate of the amount you believe could be obtained upon sale of the item.
11. **TRANSFER REQUEST #** - Enter the number received when the online property transfer was submitted.
12. **COMPUTER CERTIFICATION** - Enter the service tag number and indicate whether or not the equipment has any type of storage device.
13. **HAZARDOUS CERTIFICATION** - If appropriate, enter the date the item was inspected for hazardous materials and the name of the person performing the inspection.
14. **CONFIDENTIALITY CERTIFICATION** - Signature of person verifying all storage areas (i.e. file cabinets, drawers, enclosed areas, etc.) do not contain any confidential information.
15. **PROPERTY CUSTODIAN** - This is usually the head of the department unless the responsibility has been officially delegated to someone else in writing by the head of the department.
16. **DO NOT ENTER ANY INFORMATION IN THE YELLOW OR GRAYED AREAS.**