

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

FORM INSTRUCTIONS

TRANSFER FROM SURPLUS TO DEPARTMENT REQUEST

1. **DEPARTMENT NAME (FROM)** - Enter the name of the department transferring the property.
2. **ORG CODE (FROM)** - Orgn code for the losing department from which property is being transferred.
3. **DEPARTMENT NAME (TO)** - Enter the name of the department receiving the property.
4. **ORG CODE (TO)** - Orgn code for the gaining department to which property is being transferred.
5. **DATE** - Enter the current date.
6. **INVENTORY TAG NUMBER** - Enter the inventory tag number for the property to be transferred. This is the number on the inventory tag which was affixed to the property by Property Inventory (not the serial number).
7. **DESCRIPTION** - Provide a brief description of the property.
8. **NEW LOCATION** - Provide the room and building number where the property will be located after the transfer.
9. **PROPERTY CUSTODIAN/LOSING DEPARTMENT** - Signature of department head or other designated person.
10. **COMPUTER CERTIFICATION** - Enter the service tag number and indicate whether or not the hard drive has been removed.
11. **HAZARDOUS CERTIFICATION** - If appropriate, enter the date the item was inspected for hazardous materials and the name of the person performing the inspection.
12. **CONFIDENTIALITY CERTIFICATION** - Signature of person verifying all storage areas (i.e. file cabinets, drawers, enclosed areas, etc.) do not contain any confidential information.
13. **PROPERTY CUSTODIAN/GAINING DEPARTMENT** - Signature of department head or other designated person.

RECORDED IN PROPERTY INVENTORY SYSTEM - To be completed by Surplus Property Inventory.