

Submitting Your Transfer, Labels and Surplus Property Pick-Up

You've reviewed your assets, submitted a Surplus Property Disposal form, if needed, entered all your assets, complete with serial numbers for items that hold data, you've added passwords and lock codes where needed, uploaded an EH&S form if needed, and you have included any CU tags on the items you're sending for disposal. You're finally ready to submit your transfer to let us know you are ready for us to pick your items up!

Locate Your Transfer

1. If you are not in your transfer you'll need to locate your transfer
 - a. Go the *Transfer* tab
 - b. If you know your transfer number enter it and click *Search*
 - c. If you don't know your transfer number
 - i. Click the *Search Surplus* Transfers arrow to open the options
 - ii. Look for the *Status* option and use the drop down arrow to change the status to a *blank*
 - iii. Use the *magnifying glass* to either update the *Department* to your area or the *From Person* to you
 - iv. Click *Search*
 - v. Select your transfer
2. Click the *Submit* button, bottom left of the transfer shell header, top section. This is what tells us you are done entering assets into this transfer and are ready for labels.
3. The Surplus Property Supervisor will generate thermal labels and send them to you via campus mail. You will also receive an email notification that they are on their way. **Save this email!**
4. Place the labels on the items on a clean surface where they are visible and not around a round surface. Then reply to the email you received from the Surplus Property Supervisor and be sure to add any additional comments you feel will be helpful with regard to pick-up of the assets. Please be sure to keep the assets in a secure location until we pick them up as they are the department's responsibility from an inventory and data security standpoint until we arrive for pick-up.
5. We will add your transfer to the queue for pick-up. We normally run 4-6 weeks from this point to our arrival to pick the items up. Our team does have access to most areas on campus, however if you are aware that your area has special security protocols please contact the Surplus Property Supervisor so we can arrange a time to meet you there when it is your turn for pick-up.
6. Should one of your items sell for a net value of \$100 or more we will return proceeds to your department through a journal entry to the credit speed type you provided for the asset when entering the transfer.