Procedures for Using Institutionally Paid Transfers to Surplus Property

Surplus Transfer procedures are on the Property Management website in the Property Management Guidelines (http://www.uh.edu/finance/pages/PM_Website.htm). The purposes of this program are to reduce the number of items reported as missing/lost and to better utilize campus space.

1. Complete form PRP-1B Transfer Request Form.
2. Complete the Surplus Transfer List form PRP-1B.
3. If the items being transferred have Data Sensitive Materials, complete form PRP-16B.
4. Attach all forms and any other information/documentation to an email with: College/Division name and Department ID/name
5. Each transfer request should outline the following information in the Surplus Property Transfer Form:
   - Specify using the mover-hours allocated Institutionally Paid Transfer to Surplus Program
   - Cost Center to be used only in the event that the transfer exceed hours allocation for the College/Division
6. A minimum of 10 items must be included in the transfer requests.
7. Send the email to Raymon Matthews at rmatthew@central.uh.edu and request that the work order be processed using the Institutionally Paid Transfer to Surplus Program.
8. Property Management will submit the work order in FAMIS to obtain a service request number. Once a service number is generated. Property Management will forward the information to the requesting department for their records.