

Procedures for Using Institutionally Paid Transfers to Surplus Property

Surplus Transfer procedures are on the Property Management website in the Property Management Guidelines (<https://www.uh.edu/office-of-finance/accounting-services/property-management/>) 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-1A Asset Update Form thru DocuSign (Section A).
2. Complete the Surplus Transfer List form PRP-1A Asset Update Form (Second Page).
3. If the items being transferred have Data Sensitive Materials, complete form PRP-1A – Release to IT Tech Services (Data Processing Equipment/s) - (Section B).
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 exceeds 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 AIM Work Order Request (FIXIT) 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.