Transfer Departmental Property

Frequently Asked Questions

Will SSC (Facilities Services) charge departments for moving surplus?

No, SSC will deliver surplus equipment to Central Receiving with no charge to the department.

Will the manual Transfer Inventory Forms be accepted?

No, only the TDP electronic process will be used in FY14.

How do I get FFX access to process transfers?

Email the Property Office (inventory@tamucc.edu) requesting access to FFX. Once access has been approved, the Property Office will forward the request to famis.security@tamucc.edu for access.

What if my routing is wrong or want to change it?

A new form will need to be filled out and sent to famis-security@tamucc.edu.

What do I do if I am an Accountable Property Officer leaving the University or transferring to another department?

You need to get with the Property Office to transfer the entire department's accountable property to the new Accountable Property Officer prior to your transfer.

What does "*Dept/Sub-dept profile does not allow TDPs (Error: 8834)(DEPT)*" error mean?

This means your department routing is not set up, you need to fill out the TDP Approval Authorization Form and send it to famis.security@tamucc.edu.

How do I see the history of an asset?

Login to FFX, and go to screen 523 type in the asset number excluding the "15".

What are the hard drive procedures when turning in a Computer/Laptop to Surplus?

All hard drives need to be removed before turning in to Surplus. If you do not have anyone that is qualified, please contact IT help desk at 825-2692 to create a work order to have that done. If removed by department you can turn in the hard drives to IT for disposal. If hard drives cannot be removed, IT help desk will assist you in erasing the hard drive. Select 'erase hard drive' if hard drive cannot be removed. Select 'remove hard drive' for everything else per University policy.

Do I need to complete a TDP transfer from Department to Department for Non-Inventory items?

No, unless the department needs to keep a record. Transfers of Non-Inventory items/equipment to surplus <u>do</u> need to go through the TDP process.