Transfer Departmental Property Flowchart

Department Ready to Surplus

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Create Electronic Transfer Departmental Property (TDP) Form (Canopy)

Left branch:

Departmental Drop Off

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Route Transfer (TDP) Document for Approval

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When (TDP) Document is received, Central Receiving will contact Department to schedule time for delivery

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Department will drop off equipment on TDP form (only equipment on form will be accepted)

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Central Receiving will approve routing showing receipt

Right branch:

External Pickup Service

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Route Transfer (TDP) Document for Approval

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When (TDP) Document is received, Central Receiving will contact SSC (Facilities) and create a work order with information supplied

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SSC will contact the Department to schedule a time for pickup

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SSC will drop off the equipment on the transfer form at Central Receiving

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Central Receiving will approve routing showing receipt

Both branches merge:

Document will route to Property Office (if Controlled)

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Accounting for final approval and to drop from inventory (if controlled)