Transfer Departmental Property Flowchart

Department Ready to Surplus

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

Departmental Drop Off

Route Transfer (TDP) Document for Approval

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

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

Central Receiving will approve routing showing receipt

Document will route to Property Office (if Controlled)

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

External Pickup Service

Route Transfer (TDP) Document for Approval

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

SSC will contact the Department to schedule a time for pickup

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

Central Receiving will approve routing showing receipt