



Surplus Inventory Form

This guide will assist you in completing each field in the Client Section of the Internal Surplus Form in the order it appears.

Important Notice Before You Begin

Please ensure that you fill out the form completely and accurately. Once you submit the form, no further changes can be made. Take the time to double-check all entries before submission.

Property Information:

1. Property Tag Number: Enter the tag number of the item(s) being reported for surplus.

PROPERTY TAG #	DESCRIPTION	QUANTITY	SERIAL #	CONDITION
121212	Camera	1	jla578kf-mf3w-3213	Broken

2. Description: Provide a detailed description of the item (e.g., "Desktop Computer," "Printer").

3. Quantity: Specify the number of items you are reporting.

4. Serial Number: Enter the serial number(s) of the item(s), if available.

5. Condition: Indicate the current condition of the item(s) (e.g., "Good," "Used," "Damaged").

ADDITIONAL PROPERTY?

6. Additional Property: If you have more items to add, click on the Additional Property checkbox to add extra fields for additional items.

Department and Location Details:

PROPERTY LOCATION INFORMATION	Department Name / FOAP	Technology Center - 817201
	Buildings Name	Moody Learning Center
	Room Number	719A

7. Department Name / FOAP: Enter the department name along with the FOAP code (Fund, Org, Account, Program) associated with the item.

8. Building Name: Provide the name of the building where the item is located.

9. Room Number: Enter the room number where the item is stored.



Client Information:

First Name: <input type="text" value="Irene"/>	Last Name: <input type="text" value="Garcia"/>	Phone Number: <input type="text" value="(210) 486-0786"/>
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10. First Name: Fill in your first name.
11. Last Name: Fill in your last name.
12. Phone Number: Provide a contact number where you can be reached if needed.

Upload related documents if applicable <input type="button" value="Attach File"/>

13. Upload Related Documents (if applicable): Use this section to upload any supporting documents related to the property, if available or necessary.

Final Review and Submission:

Review: Ensure all fields are filled out accurately. Double-check the information in each section and verify that any necessary documents are uploaded.

Automatic Signature: Your section will automatically generate a signature upon completion, and you will not need to sign manually.

Once the form is submitted, no changes can be made.
For Assistance: If you have questions, contact the SAC HelpDesk at 210-486-0777.