Return Surplus Process

WHAT TO EXPECT FROM BEGINNING TO END

Campus submits adjustment request in TipWeb

Textbook staff approves adjustment and prints ticket

Motor Pool staff receives ticket

Motor Pool schedules pick-up

Campus checks material and signs ticket when Motor Pool arrives

Motor Pool returns surplus material to warehouse

Textbook staff files signed ticket

Campus Adjustment

HOW TO RETRUN SURPLUS MATERIALS

1. Click on **Inventory**.

2. Click on **Adjustments**. Page opens with **Adjustments Request** tab selected.

3. Click on **Add**

4. Select an **Adjustment Type** for the drop-down menu.

5. Name the Adjustment Request and click on **Next**.

6. Use **Search** to find item you want to adjust. Click on the title and the row will highlight **ORANGE**

7. Enter quantity into **Copies to Adjust** field

8. Click on **Add**

9. Repeat steps 6-8 to add more material

10. Click **Save** to return to Campus Requisitions page or Click **Submit** to place order