Administrator Technology Trackable Inventory Transfer Process

As your site's technology trackable inventory is updated in the SAP system, it may be necessary to transfer or dispose of items. The following instructions provide steps to complete a review of the request, and how to approve or deny a technology trackable transfer in the SAP system.

## Review and Approve Transfer/Disposal Request

When an item is transferred in the trackable inventory, the sending administrator must approve the transfer. Once this is completed the request is routed electronically to the receiving site. Both sites must approve the transfer before the item(s) are "moved" in the SAP system.

All requests appear in the *SAP Universal Worklist*.

1. Select the item
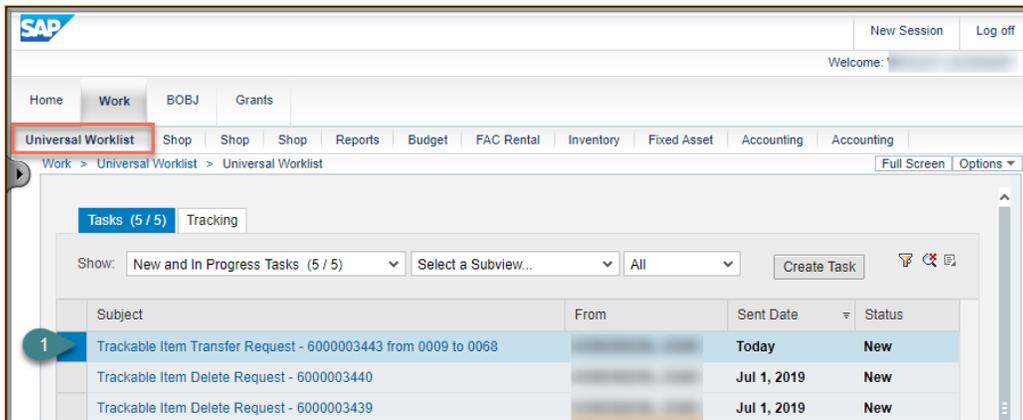
2. Scroll down to review request and item details
3. Determine if the item will be approved, if Yes click *Approve*
4. Determine if the item will be rejected, then *Enter a Reject Reason* and click *Reject*
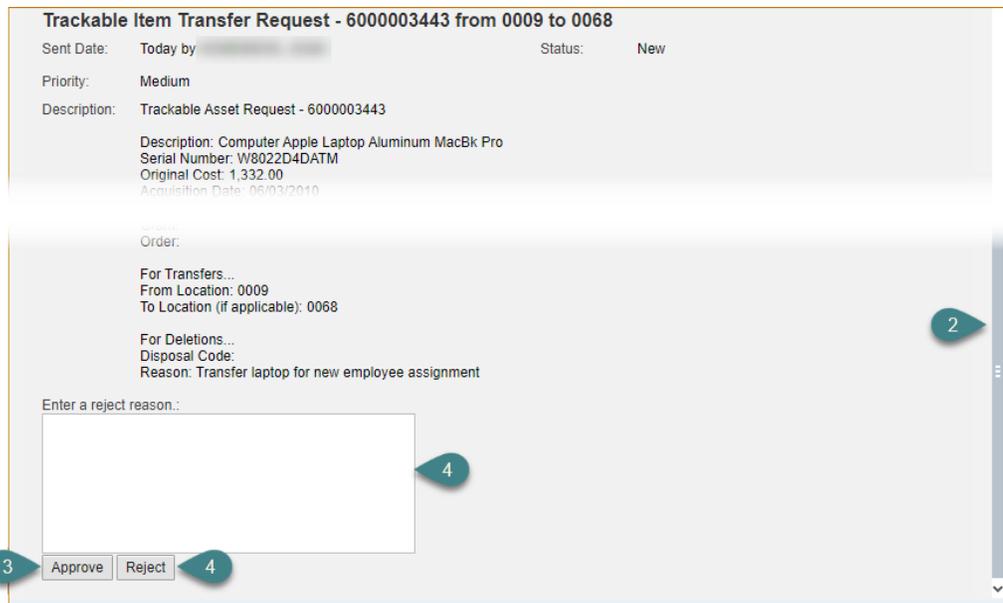
Repeat these steps for all technology trackable inventory requests.