



GADSDEN STATE COMMUNITY COLLEGE Inventory or Surplus Move



If you are the Custodian of an inventory item or asset that has been approved to move to another location or if you are requesting that it be carried to Surplus, a Transfer Request Form must be completed, a Fixit Ticket created, and the completed form attached to that work order. The ticket will **NOT** be processed without the approved form attached. Please understand that once you have completed these steps, our technician will respond to your open ticket and schedule this move. Ticket responses are prioritized. Thank you for your patience.

Creating a ticket is very simple. Please follow the steps below:



First open the link to the Fixit Request Portal.

<http://fixit.gadsdenstate.edu/portal>



Sign in with your GSCC credentials.



Choose a tab with the corresponding campus.



Fill in the required fields and choose Moving or Surplus on the drop-down menu by Service.



Attach the approved Transfer Request Form.



Submit.

If you have questions regarding your inventory, please contact the Business Service Analyst, Rebecca Whisenant at (256) 439-6831 or rwhisenant@gadsdenstate.edu.

If you have any trouble putting on a ticket through the Fixit portal, please contact Cory (8202) or Wes (5431). If you call concerning a ticket or concern, you will be asked for a ticket #.