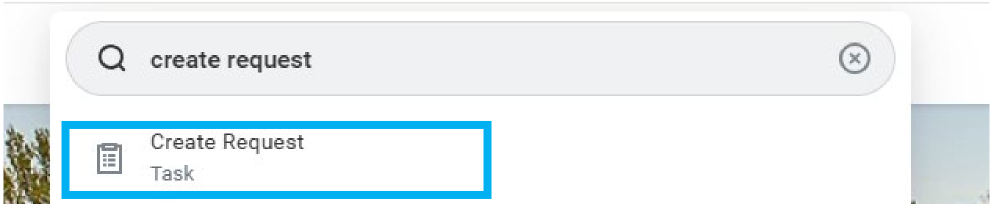
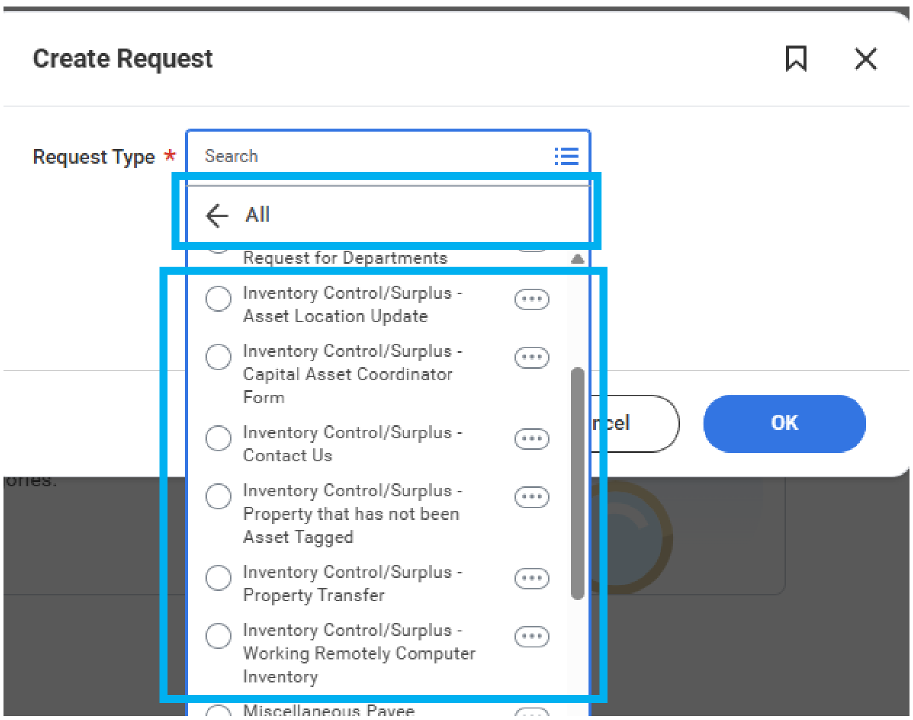
Navigate and log into Workday Financials

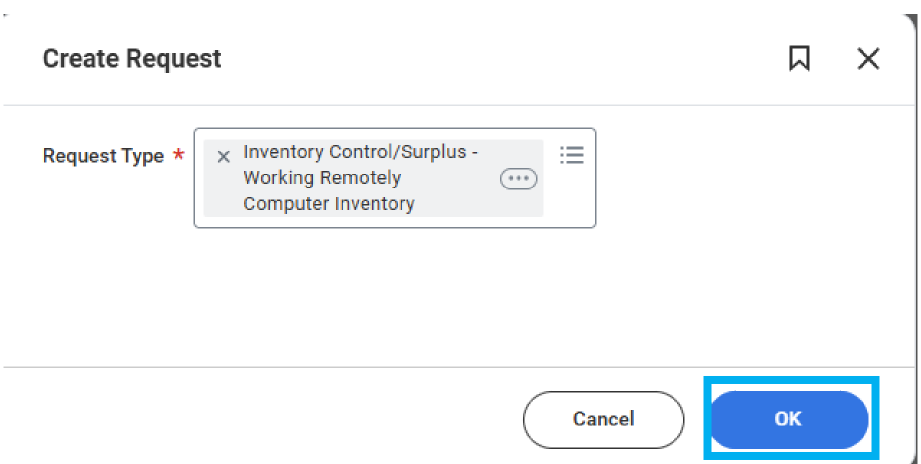
In the search bar enter **Create Request** and select from the search options



Click **All** from the **Request Type** drop down menu and scroll down to see the available Inventory Control/Surplus forms



Click on the Inventory Control/Surplus form you would like to fill out and click **OK** to start filling out the form



Updated 1-22-2026

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