

## **REMOVAL OF EQUIPMENT FROM CAMPUS** **(REFC)**

Posted June 13, 2006

The Removal of Equipment From Campus (REFC) paper form has been replaced with a web form. The paper forms will no longer be accepted. Hold CTRL and click on the link below to go directly to the REFC form. *(Note: you must be logged on to iAIM for this shortcut to work.)*

<https://sws001.swmed.edu/ivin/InvEgp>

Otherwise please log into the iAim system using your U T Southwestern user Id and password.

Select Materials Management Inventory Control

Select REFC – Removal of Equipment From Campus

Fill out the form and “submit”, if you are the custodian then “approve”.

**Please Note:** If the custodian is new to the University or has not used the iAim system before the custodian must subscribe to iAim email notices. Otherwise the custodian will not receive email notices or reminders issued by the iAim system.

Log into the iAim system using your U T Southwestern user Id and password.

Select Forms

Select **Function: Forms For You:** Email Subscribe List.

Then subscribe to the form you wish to receive email notices from. It is recommended to subscribe to ALL FORMS