

June, 2010

Redistribution of Equipment and other Items Surplus Process

If or when you have surplus office supplies, equipment, or furniture and would like to redistribute the items on campus, please use the redistribution process by filling out the [Redistribution Tracking Form](#).

To Inquire About or Secure an Online Redistribution Item:

Email or telephone the contact person listed on the online Redistribution listing. Be sure to include the Item ID Number.

All items will be distributed on a first-come, first-served basis. The Redistribution of Surplus online list is located at:

www.drake.edu/busfin/information/

Click on: Continuous Green Redistribution of Drake owned Office Supplies, Equipment, Furniture, etc.
OR http://www.drake.edu/busfin/information/green_redistribution/green_redistribution_coverpage.php

Contact Donna Blunck with process questions.