

March 4, 2009

MEMORANDUM

TO: Deans, Directors and Department heads

FR: Robert D. Wood
Director of Materials Management

RE: Change in the Surplus Sale

For over a decade, we have held regular Friday surplus sales at the Materials support warehouse on Ligon St. Our routine has been to pick up surplus during the week and dispose of it on Friday. This process has worked very well and has kept surplus from piling up in campus buildings.

With the downturn in the economy, departments are spending less money on equipment and furniture, and this has reduced the flow of surplus. In addition, more surplus items are being reassigned to departments, which has always been the top priority of the surplus program. Both factors are affecting the program to the point where we do not need to conduct a weekly sale.

Therefore, there will be no Friday sale during the month of March. Beginning on Friday, April 10, we will conduct surplus sales only on the second Friday of each month. This abbreviated schedule will continue until the flow of surplus warrants a change.

Departments, other state agencies, and non-profits may select and reassign surplus any day during the month, with the exception of the Thursday preceding the Friday sale. Thursday will be used to arrange and price the month's inventory of surplus, and our time will be most efficiently used if we are not diverted by transfers. Please work with us on this point and come any other day of the month.

If you have any questions, please call Sam McGuire at 515-5525 or Jim Hansen, Assistant Director of Materials Support, at 515-2198.