



RED RAIDER TRADER

One Red Raider's Trash is Another Red Raider's Treasure!

Procurement Services and the Office of Sustainability will host the second annual Red Raider Trader day Monday, September 16, 2019 in the Ballroom of the SUB.

Red Raider Trader day is an effort to reduce departmental waste and save departmental funds by allowing departments to swap unwanted supplies and equipment with other TTU departments. We encourage departments to bring supplies and equipment your department no longer needs. Attendees do not have to donate or take items in order to participate. Please feel welcome to drop by, browse, have some lemonade and a cookie!

Student Union Ballroom Drop Off Times: 8:00 am to 9:00 am

Student Union Ballroom Browsing Times: 9:00 am to 3:00 pm

If you cannot attend in person the day of the event but have items you wish to donate, you may drop them off at the Physical Plant. Please have your items to the Physical Plant by Friday, September 13, 2019 at 5:00 pm.

Acceptable items include, but are not limited to... (all must be functioning)

- Mouse, mousepads, keyboards
- Cords, cables
- Calculators, scissors, staplers, hole punchers, tape dispensers
- Books, manuals, binders
- Chairs, movable white boards, cork boards
- Desk organizers, decorative items
- Unused office supplies (pens, pencils, rubber bands, staples, notepads, sticky notes, clips, ribbons, toners, unprinted envelopes, etc.)

Prohibited items

- Furniture
- Computers, monitors, printers, tablets, phones
- Guns, ammunition, other weapons
- Chemicals, gases, cleaner, other liquid items
- Food, beverages
- Glass
- Trash, broken items, unusable
- Anything requiring a mover/dolly or weighing more than 50 pounds

Donated items will not be returned. Items must be picked up at the event and taken back to departments by the person claiming the item. Items will not be held or delivered.

Please email procurement@ttu.edu if you have any questions! See you then!