



# RED RAIDER TRADER

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

Procurement Services and the Office of Sustainability will host the first Red Raider Trader day Thursday, April 12<sup>th</sup> 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, and get a cup of coffee and a cookie!

Student Union Ballroom Drop Off Times: 8:00 am to 10:00 am

Student Union Ballroom Browsing Times: 10:00 am to 2:00 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 Wednesday, April 11<sup>th</sup> at 5 pm.

*Acceptable Items (all must be functioning)*

Mouse, mouse pads, keyboards  
Cords, cables  
Calculators  
Scissors, staplers, hole punchers, tape dispensers  
Books, manuals, binders  
Chairs  
Moveable white boards / cork boards  
Desk organizers  
Decorative items

Unused office supplies (pens, pencils, rubber bands, staples,  
tape, note pads, sticky notes, clips, ribbons, toners,  
unprinted envelopes, etc.)

*Prohibited Items*

Furniture (other than chairs)  
Computers, monitors, printers, tablets  
Phones  
Guns, ammunition, other weapons  
Chemicals, gases, cleaners, other liquid items  
Food, beverages  
Glass  
Trash, broken items, unusable items  
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](mailto:procurement@ttu.edu) if you have any questions! See you then!



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